Kaltura Video Building Block for Blackboard Learn

User Guide

Version: 5 for Blackboard Learn 9.x

Kaltura
open source video

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Preface

This preface contains the following topics:

- About this Guide
- Audience
- Document Conventions
- About the Screenshots

About this Guide

This guide describes how to use Kaltura Video Building Block for Blackboard Learn.

NOTE: Please refer to the official and latest product release notes for last-minute updates. Technical support may be obtained directly from: Kaltura Customer Care.

Contact Us:

Please send your documentation-related comments and feedback or report mistakes to knowledge@kaltura.com.

We are committed to improving our documentation and your feedback is important to us.

Audience

This guide is intended for Kaltura Video Building Block for Blackboard Learn users. The information in this guide assumes familiarity with Blackboard concepts and flows and focuses on the Kaltura flows and functionality.

Document Conventions

Kaltura uses the following admonitions:

- Note
- Workflow

NOTE: Identifies important information that contains helpful suggestions.

Workflow: Provides workflow information.

1. Step 1
2. Step 2

About the Screenshots

The Kaltura Video Building Block 5 for Blackboard Learn 9.x implements a responsive web design for optimal user experience across all devices. The user interface displays differently on different devices and available screen sizes.

The screenshots in this guide were taken on a desktop computer, and the user interface may differ somewhat on different devices. The functionality remains the same.

Related Documentation

- Kaltura Video Building Block 5 for Blackboard Learn 9.x Setup Guide
- Kaltura Video Building Block 5 for Blackboard Learn 9.x Installation and Upgrade Guide
- Kaltura Video Building Block for Blackboard Learn 9.x Release Notes

SECTION 1

Overview of the Kaltura Video Building Block for Blackboard Learn

Kaltura's Video Building Block for Blackboard Learn offers an out-of-the-box extension that enables you to view, record, upload, publish, search, and share video directly from your Blackboard Learn environment. This translates into time and money saved for your organization, improved student engagement, creativity and learning results, as well as ease of use for students, faculty and teaching assistants.

Kaltura's Video Building Block for Blackboard Learn makes it easy to add the robust capabilities of Kaltura's open source online video platform to any Blackboard site. The package was developed specifically for Blackboard Learn and integrates with other features and modules, such as Mashup items and institution and course homepages, so that users can upload and embed media easily.

Main Features and Tools

Upload and Record

- **Easy Video Uploading** - Upload any type of media (video, audio, images, presentations) using a simple interface.
- **Create webcam videos** - Welcome messages, introductions, assignment instructions, simple demonstrations, and other webcam media.
- **Screen Recording** – Easily record the screen, along with audio and webcam feeds, to create and publish screencasts. Instructors and students can record and share lectures, presentations, software tutorials, and additional screencasts.
- **Video Presentations** – Create a synchronized view of a document and a video. Provision video presentations in My Media to simplify the process of adding presentations.

Organize, Publish

Publishing is the process of taking private content from My Media and publishing it to a Media Gallery or posting it in an inline text.

- **My Media** – Upload, manage, assign, and share content (based on permissions) with a private media library for each Blackboard user.
- **Media Gallery** – Search or view rich media assigned to a course if you are a member. Media can be added by instructors or students, with an option for student contributions moderation by instructors.
- **Rich-text editor integration** - Intuitively use rich media without time-consuming training, simply click on the "Embed Kaltura Media" link from within any Mashup Tool in Blackboard.

Share

Sharing is the process of giving others the ability to publish your content. This is done by publishing your content to the Faculty Repository and then letting other faculty members publish the content from the Faculty Repository to courses' Media Galleries and as inline text as Mashup items.

- **Shared Repository** – Use to share media among faculty members

View and Interact

- **The Kaltura Player**:
  - Customize the player - functionality, features and display.

  - Configure once use everywhere - mobile, tablet, PC, TV.
  - Files are transcoded for Web, HD, or Mobile Delivery across various devices and platforms. Player auto detects device and platform and adjusts the playback using adaptive bitrate technology.
  - Playback supporting both Flash and HTML5 for mobile, with automated fall back.
  - Accessibility - Supports playback with ADA/508 compliant player.
- **Responsive Design**: Automatically adjusts site layout to the screen size and device to provide optimal mobile device support.
- **Captions** - Upload multi-lingual captions to reach international, multi-lingual, and hearing-impaired audiences while also enabling in-video search within the captions.
- **Comments** - Boost online conversations and user engagement by allowing users to comment on videos.
- **Browse**, **Search and Embed** - Quickly find and embed videos based on metadata (name, description, tags, categories)
- **In-video search** – Upload captions and then search for every spoken word. Search results allow skipping directly to the relevant part in the video. In-video search available within an entry or across videos in the course gallery/my media gallery.
- **Analytics** – Faculty can view course-level reports for video engagement:
  - Which videos are students watching the most?
  - Which students contribute the most videos?
  - Which students watch the most videos?
  - How long are students watching each video?

SECTION 2

Introduction to the Blackboard Building Block Modules

My Media

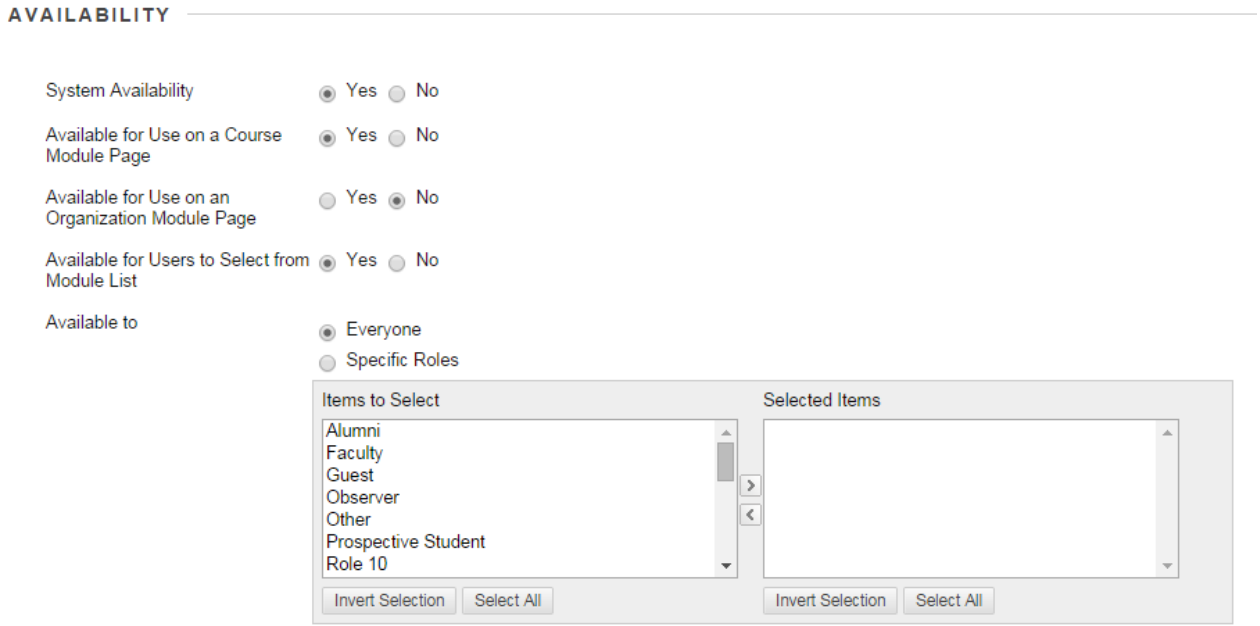
My Media is a repository of single *user*'s media, where each user has a personal searchable repository for viewing and managing private media content. Media items within My Media may be added to courses, embedded inline text item and shared to the Faculty Repository (for faculty only), based on the user's enrollment.

User's My Media content is shared and consistent across all Kaltura applications (for example, Kaltura MediaSpace) in use by the institution and serves as the basis for cross campus suite.

My Media is accessed from the My Institution tab after being added by a system administrator.

To add My Media to the My Institution tab

1. Login to Blackboard Learn as a system administrator.
2. Go to System Admin > Communities > Tabs and Modules > Modules > My Media.
3. Click on the arrow near My Media and select Edit Properties.
4. Under the Availability section set the following:
   a. System Availability: Yes
   b. Available to: Choose either 'Everyone' or specify Specific Roles.



5. Click 'Submit'.
   The My Media link appears in the My Institution Tab.

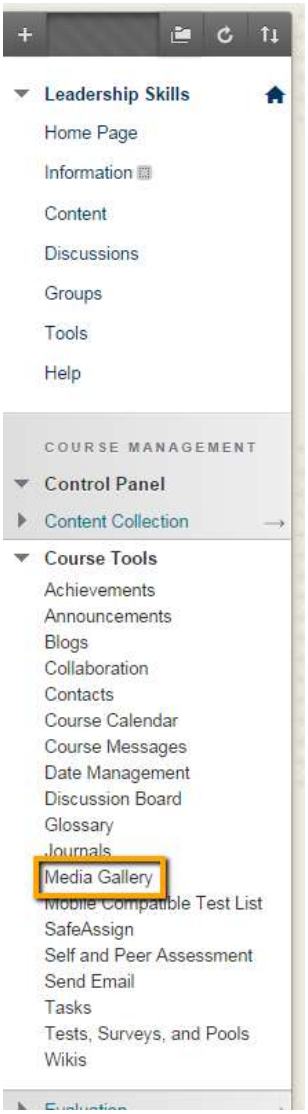
NOTE: Please refer to the Kaltura Video Building Block 5 for Blackboard Learn 9.x Setup Guide for further instructions on roles and permissions when accessing My Media.

Media Gallery

The course Media Gallery is a searchable gallery of media content of a *specific course*. The Media Gallery does not necessarily include all media that is used within the course in other contexts. Instead, the Media Gallery contains the content that was deliberately assigned to it.

The Media Gallery is intended to be used as a media syllabus for a course, as a social media repository of the course or in some cases for media assignments. The Media Gallery may be used simultaneously with media in context, as a standalone or not at all, depending on how the teacher and school prefer to use it.

The Media Gallery is implemented as a Course Tool and is available to course owners in the Course Tools menu.

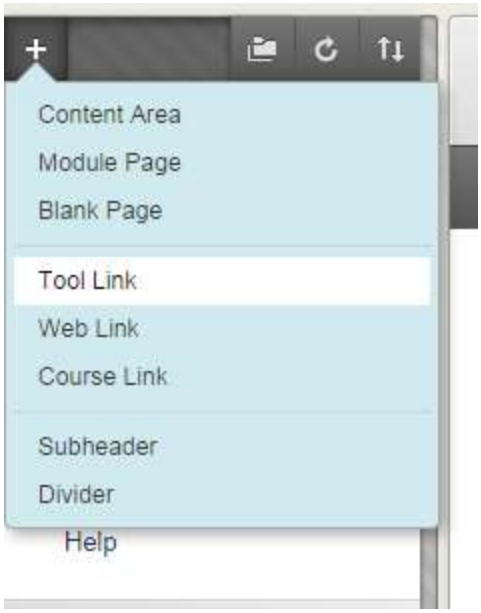


Adding the Media Gallery to the Course Tools

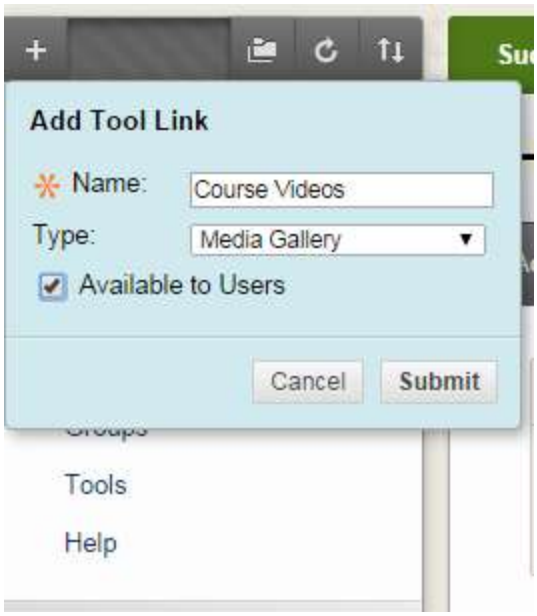
To make the Media Gallery accessible to students, it must be added to the Course Tools Menu.

To add the Media Gallery to the Course Tools Menu

1. Open a course page from your Courses tab.
2. In the Course Menu, click the '+' button at the top left and click "Tool Link".

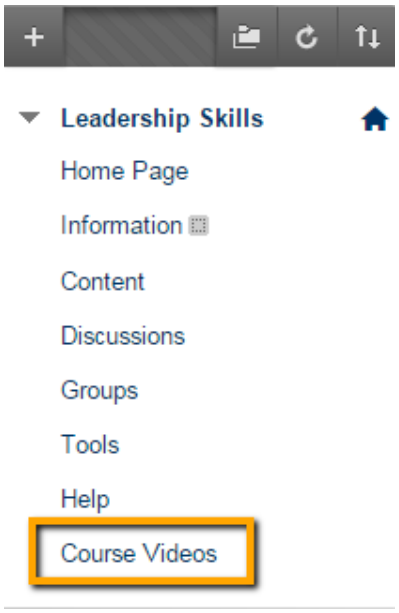


3. In the Add Tool Link dialog give the shortcut a name and choose “Media Gallery” under Type. Make sure to check “Available to Users”.



4. Click Submit.

   The Media Gallery link is added to the Course Menu and is accessible to all enrolled users. The Course Tools is available to Faculty only. The shortcut name given in the Add Tool Link, in this example, Course Videos is added to the upper left panel



Faculty Repository

The Faculty Repository is a central gallery where faculty can share, browse, search, view and reuse media shared by other faculty members. Kaltura Administrators can populate the Faculty Repository with curriculum and library content. For more information, see the Faculty Repository section.

SECTION 3

Interacting with Media

I The My Media link appears in the My Institution Tab. The Media Gallery is accessed through the Course tab > Course Tools.

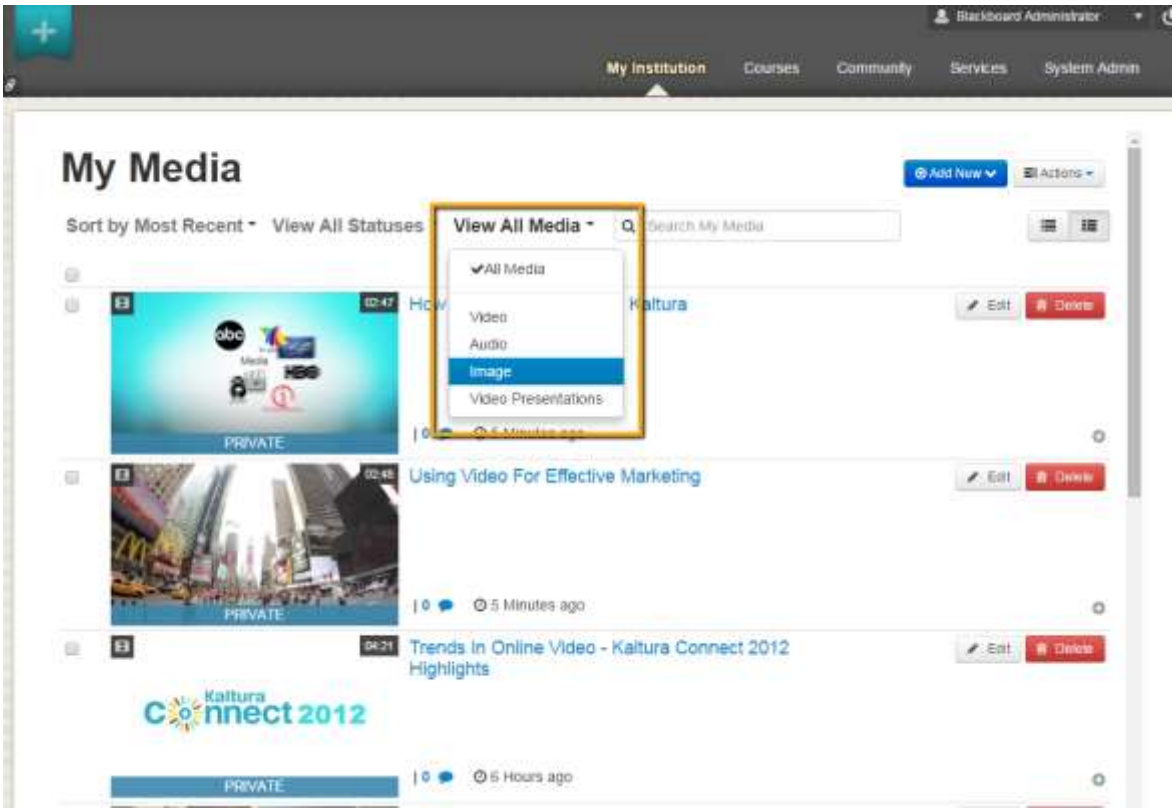
In My Media and in Media Galleries, you can do the following:

- Filter the content
- Sort the content
- View content
- Comment on media
- Search media and captions

Displaying and Viewing Content

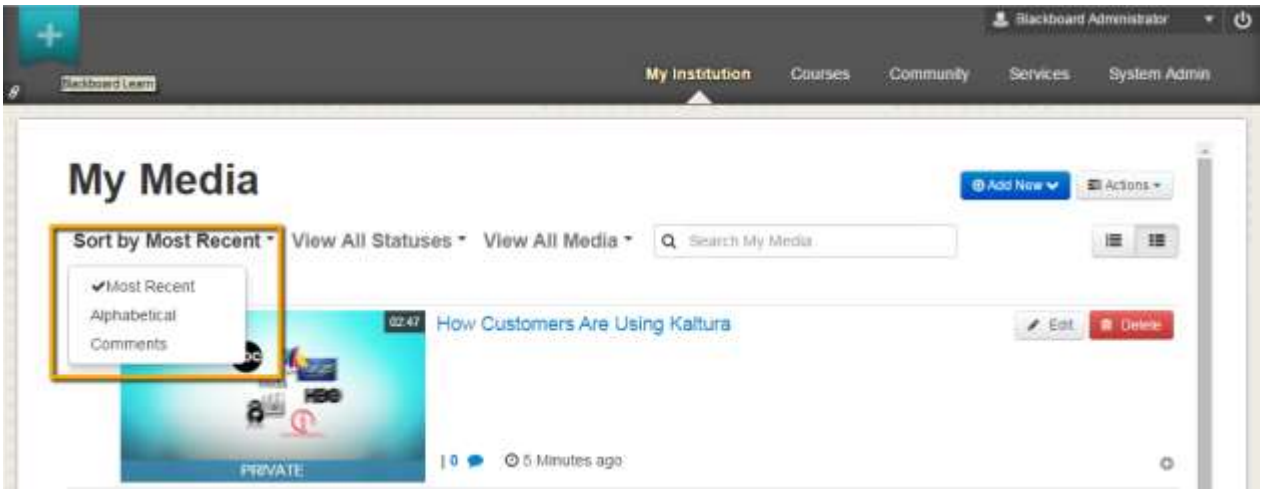
To filter content

- In My Media and in Media Gallery, select an option from the View All Media drop down menu:
  - All Media (videos, audio, and images)
  - Video
  - Audio
  - Image
  - Video Presentations



To sort content

- In a My Media or in a Media Gallery, select one of the following:
  Sort by:
  - Most Recent
  - Alphabetical
  - Comments - ordered by the number of comments

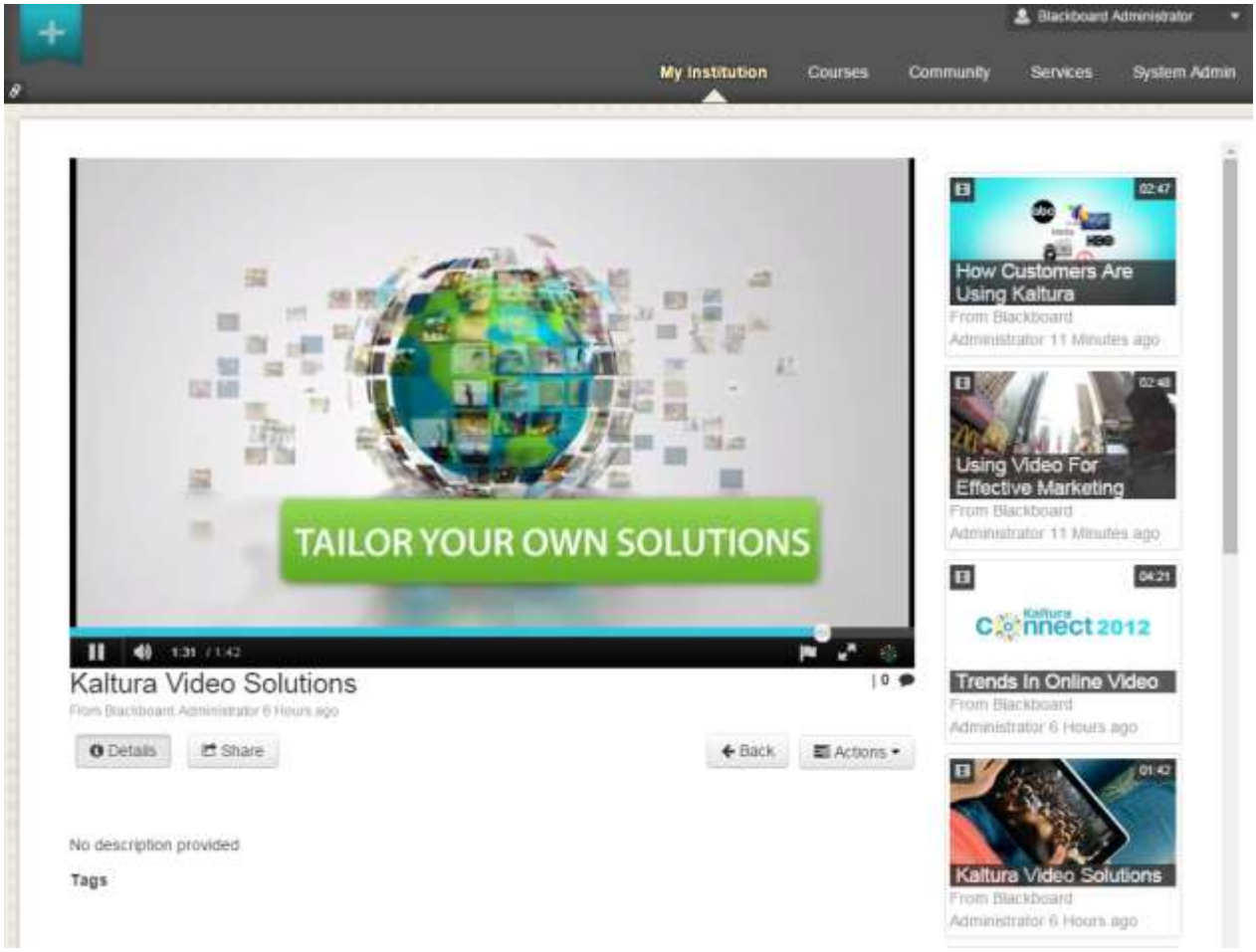


To view content

1. In My Media or Media Gallery, browse to the media entry and click the thumbnail or the title of the

content.

2. Click Play in the media player. You can use options such as volume control, caption selection and full screen.



NOTE: On an iOS device, a built-in iOS media player is used to play the media.

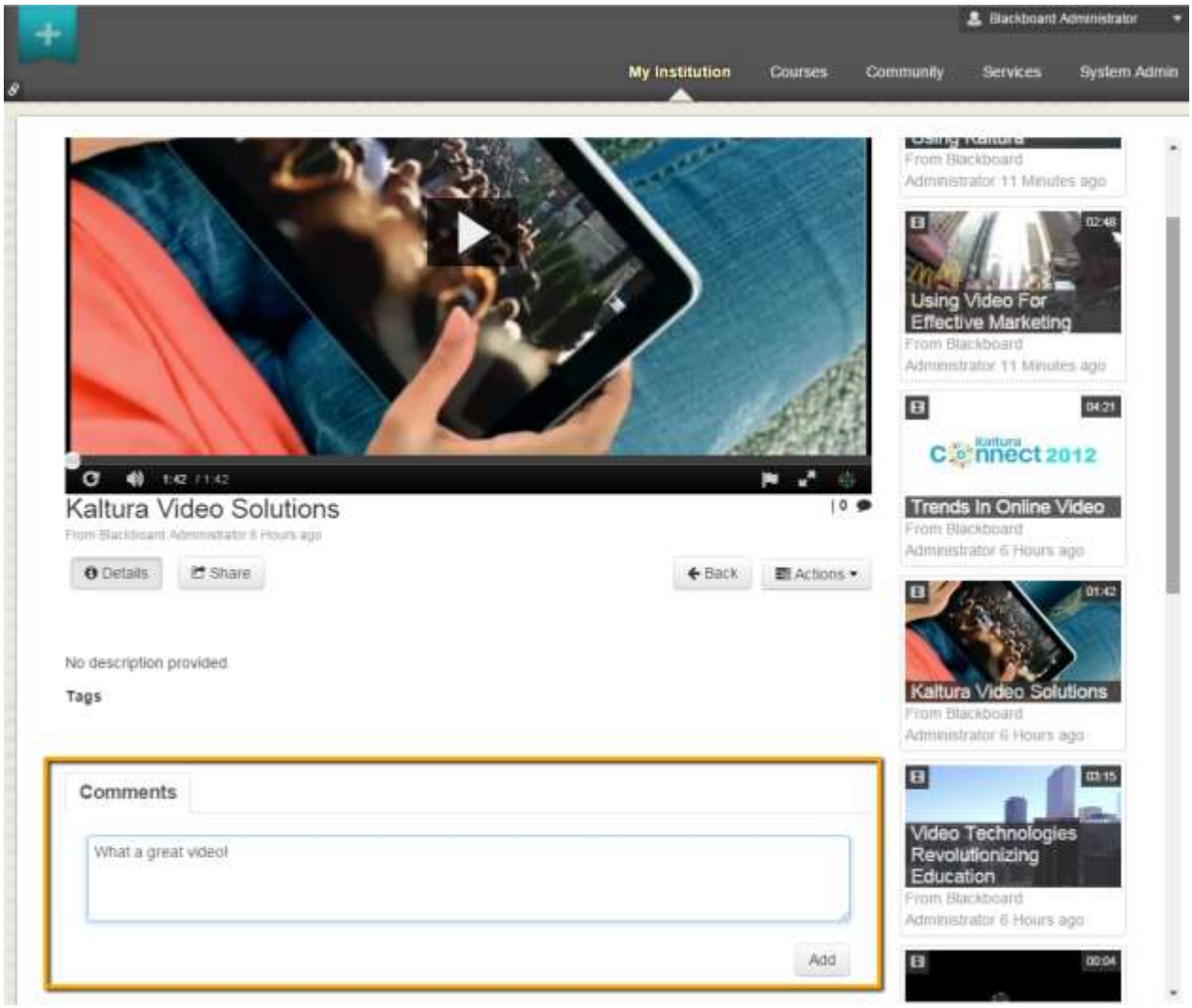
Commenting on Media

When comments are enabled on the account and on the specific media, you can:

- Comment on media
- View comments by other users
- Reply to existing comments
- Delete comments and replies

To comment on a media item

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, enter a comment in the Add a Comment field and click **Add**.



Your comment is displayed in the Comments tab.

To display comments

1. Click a media thumbnail or title.
   If comments were entered, they are displayed in the Comments area under the media metadata.
2. When a limited number of comments are displayed, click **Load more comments** to display additional comments.

To reply to a comment

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, hover over a comment and click **Reply**.
3. In the Add a Comment field, enter a reply and click **Add**. Your reply is displayed under the comment.

To delete a comment or reply

NOTE: You can delete a comment or reply only in the following cases:

- You added the comment or reply.
- You are the media owner.

1. Click a media thumbnail or title.
2. In the Comments tab under the media player, hover over a comment or reply and click **Delete**.
3. Click **Yes** to confirm the deletion.

NOTE: Deleting a comment also deletes replies to the comment.

Searching Media and Captions

You can search:

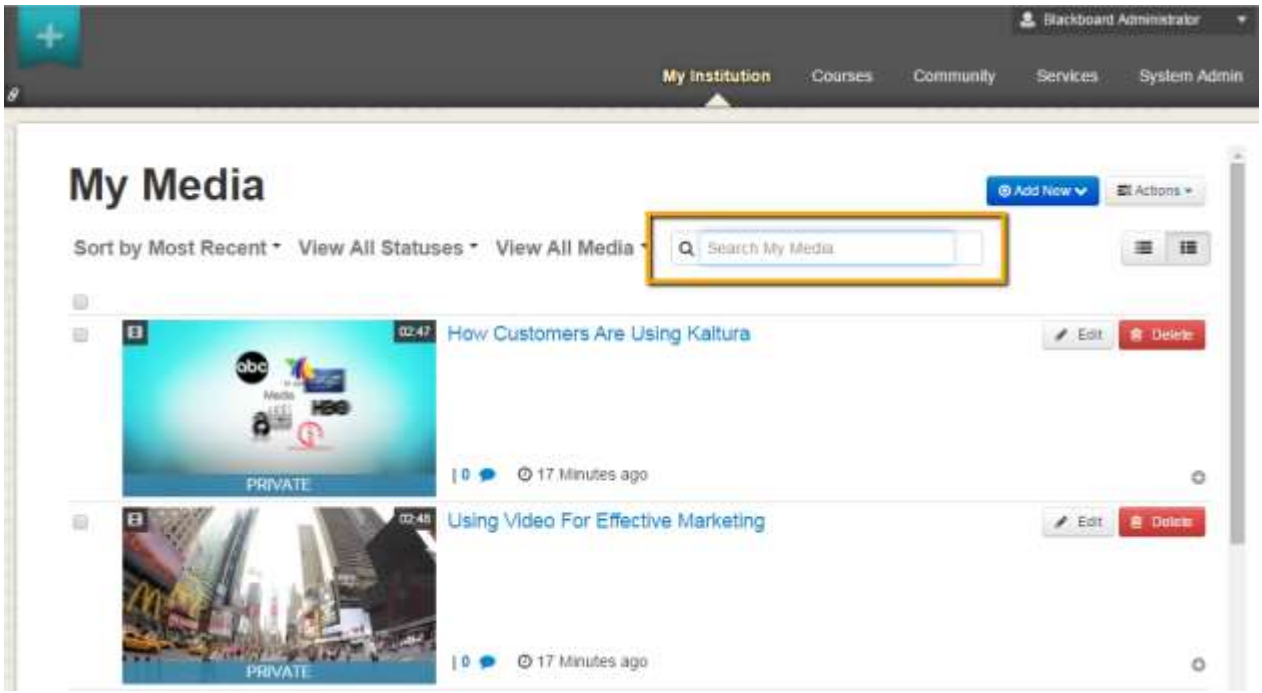
- All media based on metadata
- Captions in a single video

Searching for Media Based on Metadata or Captions

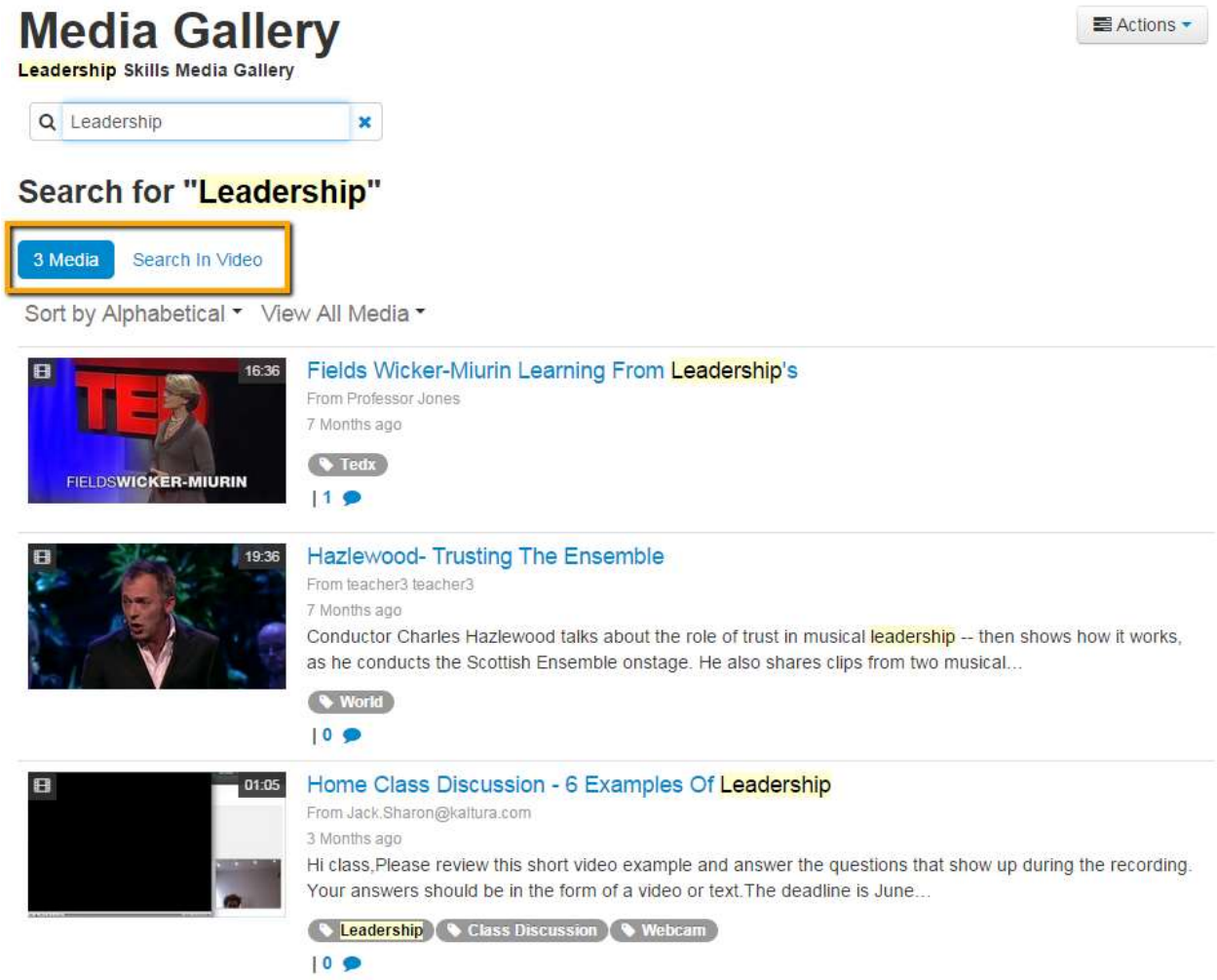
The ability to search metadata and captions is available by entering a search term that you are looking for. The results for metadata are returned by default. The Search feature filters the search string and enables you to search on captions and within metadata in the Media Galleries. You can toggle between the different objects after you enter the search term.

To search for caption strings in a Media Gallery or in My Media

1. On a course's Media Gallery or in My Media, enter a search string (such as a tag or part of a title or a description) in the Search field. Media with metadata that includes the text is displayed.



2. In Media Galleries you can toggle between search results in the metadata and in the captions by clicking on Media or Search in Video respectively.


Media Gallery
Leadership Skills Media Gallery
Actions
Leadership
Search for "Leadership"
3 Media
Search In Video
Sort by Alphabetical
View All Media
16:36
Fields Wicker-Miurin Learning From Leadership's
From Professor Jones
7 Months ago
Tedx
| 1
19:36
Hazlewood- Trusting The Ensemble
From teacher3 teacher3
7 Months ago
Conductor Charles Hazlewood talks about the role of trust in musical leadership -- then shows how it works, as he conducts the Scottish Ensemble onstage. He also shares clips from two musical...
World
| 0
01:05
Home Class Discussion - 6 Examples Of Leadership
From Jack.Sharon@kaltura.com
3 Months ago
Hi class,Please review this short video example and answer the questions that show up during the recording. Your answers should be in the form of a video or text.The deadline is June...
Leadership
Class Discussion
Webcam
| 0

NOTE: Only video items can have captions.

Searching for Strings in Captions in a Single Video

To search for strings in captions in a single video

1. From My Media or Media Gallery, click a video thumbnail or title to open the Media page.
2. Enter a search term in the Search in Video search box under the media player. A result is displayed for each point in the video where the caption text appears.

FIELDSWICKER-MIURIN
0:00 / 16:36
Fields Wicker-Miurin Learning From Leadership's
From Professor Jones 7 Months ago
| 1
Details
people
Back
00:27 - [English] They're discoveries of people
00:29 - [English] and the way people are, and new leadership.
00:38 - [English] His people live in Brazil
01:09 - [English] The Ashaninka people
01:26 - [English] Today's biggest threat to the Ashaninka people
more...
00:10
JAS Test Video - For Ta Test.Wmv
From Jack Sharon
A week ago
01:05
Video As A Marketing Tool In Education
From Jack Sharon
2 Months ago

3. In the results, click a caption to play the video from the point where the text appears.
4. To clear the search text, click the clear icon.

NOTE: A Search in Video search box is displayed only when the video includes captions.

SECTION 4

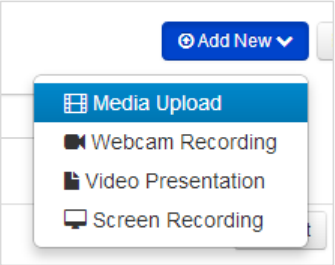
Creating New Media

You can create new media from My Media and in Media Galleries by:

- Uploading media
- Recording from webcam
- Adding a Presentation
- Recording your screen

Uploading Media

You can upload media from the My Media or Media Gallery interface via the Add New menu.



To upload media from your desktop

1. Select Media Upload from the Add New dropdown menu.
   The Upload Media page is displayed.

2. Click **Choose a file to upload**.
3. In the Select file to upload window, select a media file to upload and click **Open**.
4. While the file is uploading, on the Upload Media page you can:
   - Enter metadata information about the media and click **Save**.
   - Mandatory fields are marked with an asterisk.
   - Click **Cancel** to cancel the upload.
   - Click **Choose another file to** upload additional files.
5. To view the media page when uploading is complete, select the media from My Media**.**

Video Status after Upload

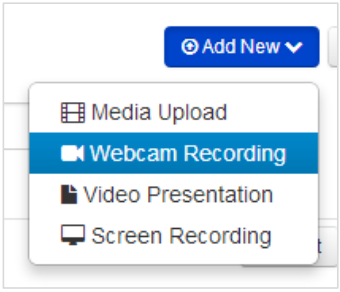
After a video is uploaded, it is converted for optimal playback. You cannot preview or publish a video during conversion. If media is waiting for moderation, you cannot preview or publish it until it is approved. You can edit media information during conversion and while waiting for moderation.

Recording from Webcam

Use the Record from Webcam feature to create webcam media such as welcome messages, introductions, assignment instructions, simple demonstrations, and other recordings.

To record from a webcam

1. Select Webcam Recording from the Add New dropdown menu



   The Record from Webcam page is displayed.
2. In the Record from Webcam window, click **Allow** if a Flash player message is displayed.

3. In the Record from Webcam window, click anywhere in the recording area to start recording. Click anywhere in the recording area to stop recording, and click Save.
4. Enter information about the media and click Save.

Adding a Video Presentation

A video presentation consists of a document and a video file, synchronized together, Document formats supported are: ppt/pptx, pdf, doc/ docx, xls/ xlsx.

After a document is uploaded, it is converted to a format suitable for display in the presentation. This may take a few minutes. After your content is ready it is displayed in the document list.

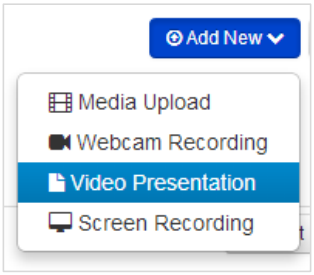
The video presentation feature enables content creators to synchronize video and specific slides in a slideshow or document and share the synchronized presentation.

Basic workflow to synchronize the display of media and document files:

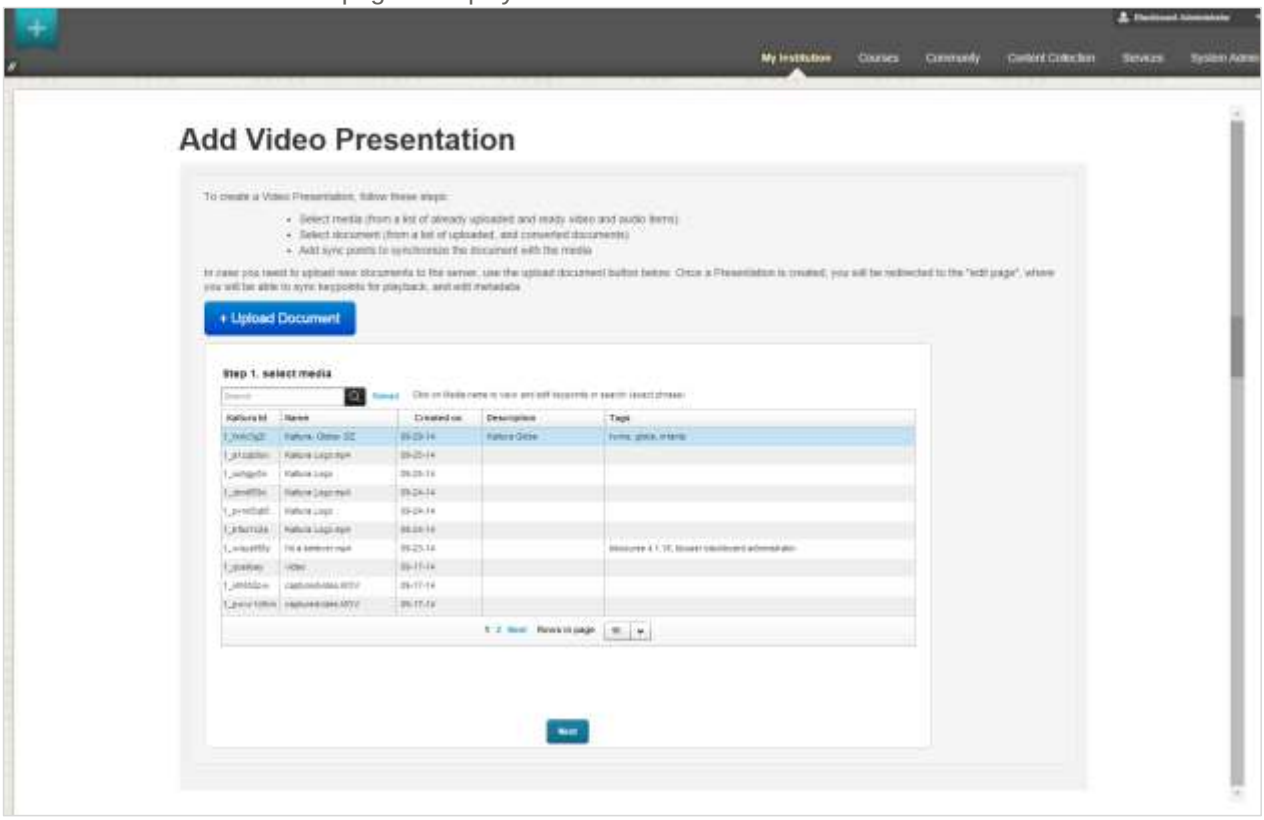
1. Add a presentation file.
2. Select a media file.
3. Upload a presentation (document), if you have previously not uploaded one. (The presentation file is required in step #3).
4. Select a document file.
5. Add sync points to synchronize the document with the media.

To add a video presentation file

1. Select Video Presentation from the Add New dropdown menu.



The Add Video Presentation page is displayed.

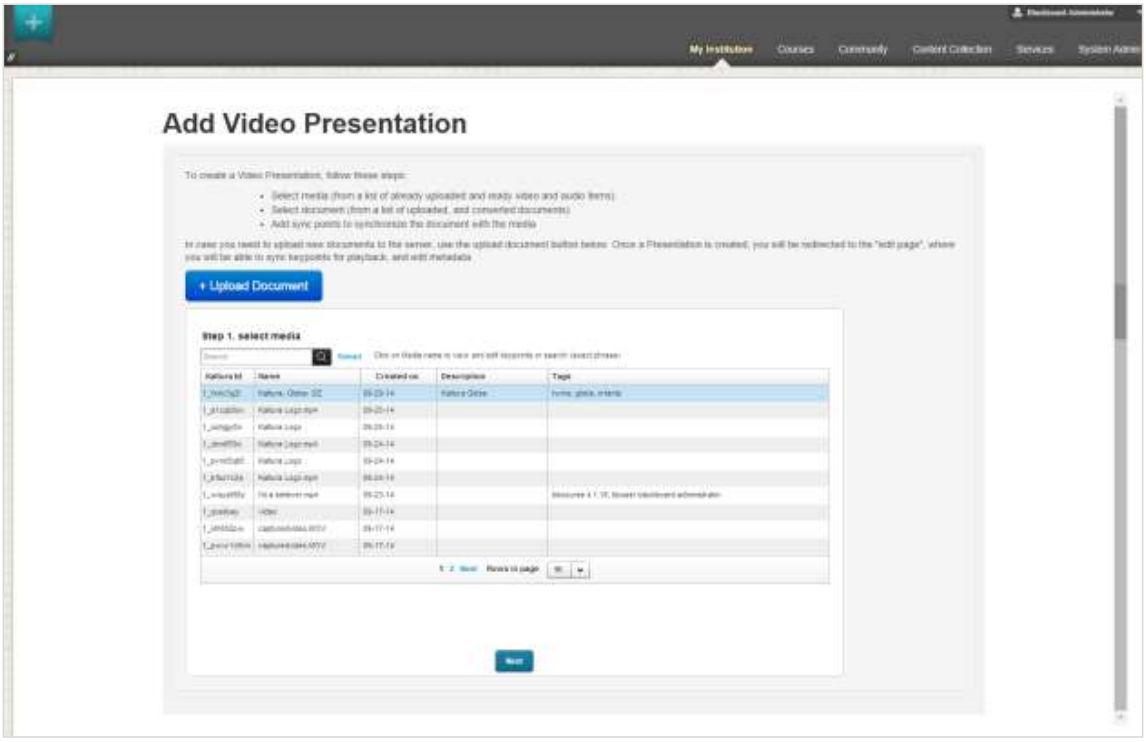


2. On the Add Video Presentation page, click **Upload Document**.
3. In the Upload Document window, click **Browse your desktop**.
4. In the Select file to upload window, select a document or presentation file to upload and click **Open**.
5. In the Upload Document window, enter information about the document and click **Close**.
6. In the Upload Document window, click **Back to the video presentation creation flow (step 1)** to continue creating a video presentation.

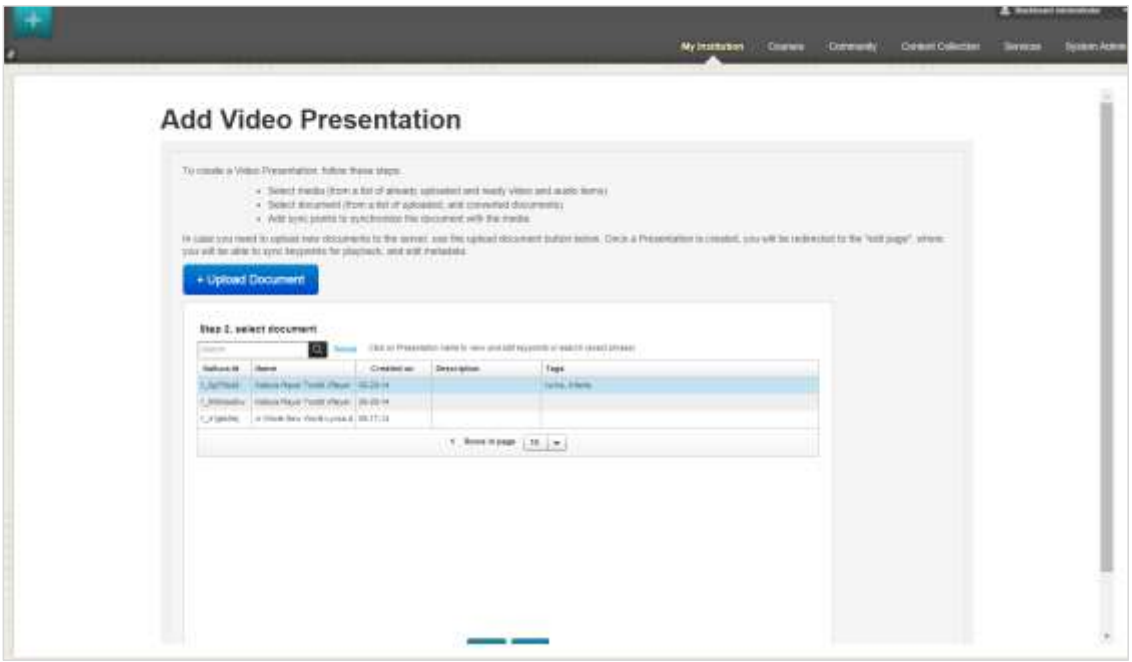
NOTE: After a document is uploaded, it is optimized for display in the presentation. You cannot use a document in a video presentation until optimization is complete.

To select and synchronize files

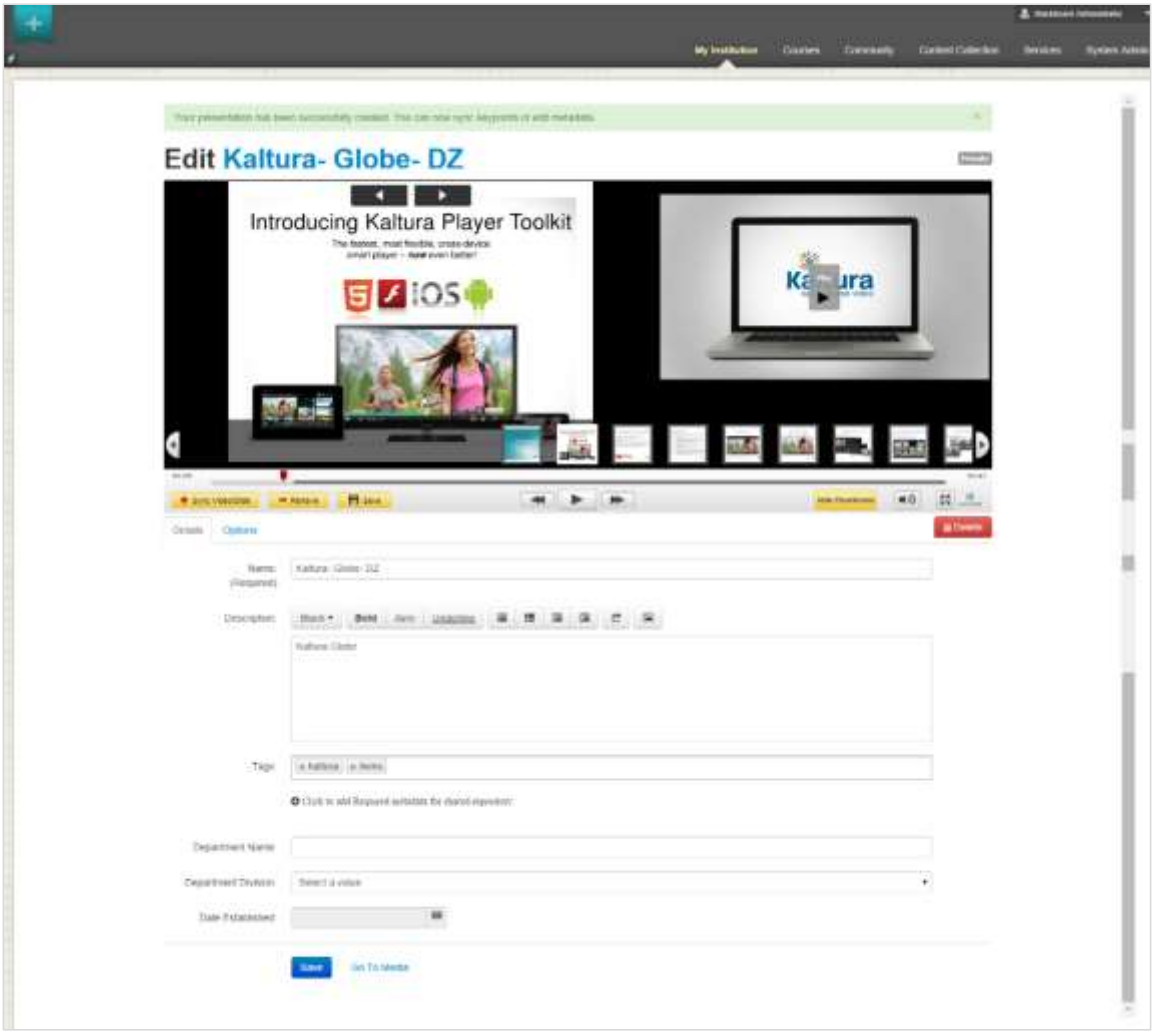
1. On the Add Video Presentation page, select a media item from a list of available video and audio items, and click **Next.**



2. On the Add Video Presentation page, select an item from a list of available documents and presentations, and click **Next** to create the video presentation.



3. In the Edit Media window, synchronize the media and slides.



4. To start synchronizing the media with the slides, click **Play** in the media player.
5. When you reach a point that you want to synchronize:
   a. Click the player to pause the playback.
   b. Hover over the video to display the thumbnail carousel.
   c. In the thumbnail carousel, select the slide to synchronize with the point where the playback paused, and click **+ Sync Video/Slide**.

d. Click **Play** in the media player to continue synchronizing the playback with the slides.
e. Add and remove sync points as needed, and click Save.
f. In the Edit Media window, enter information about the video presentation and click Save.

Recording Your Screen

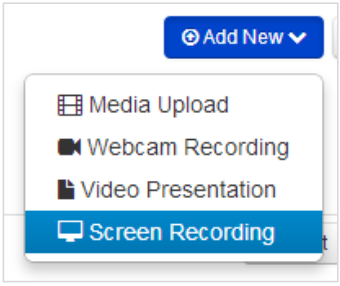
The following lists the basic workflow of how to record your screen:

Workflow:

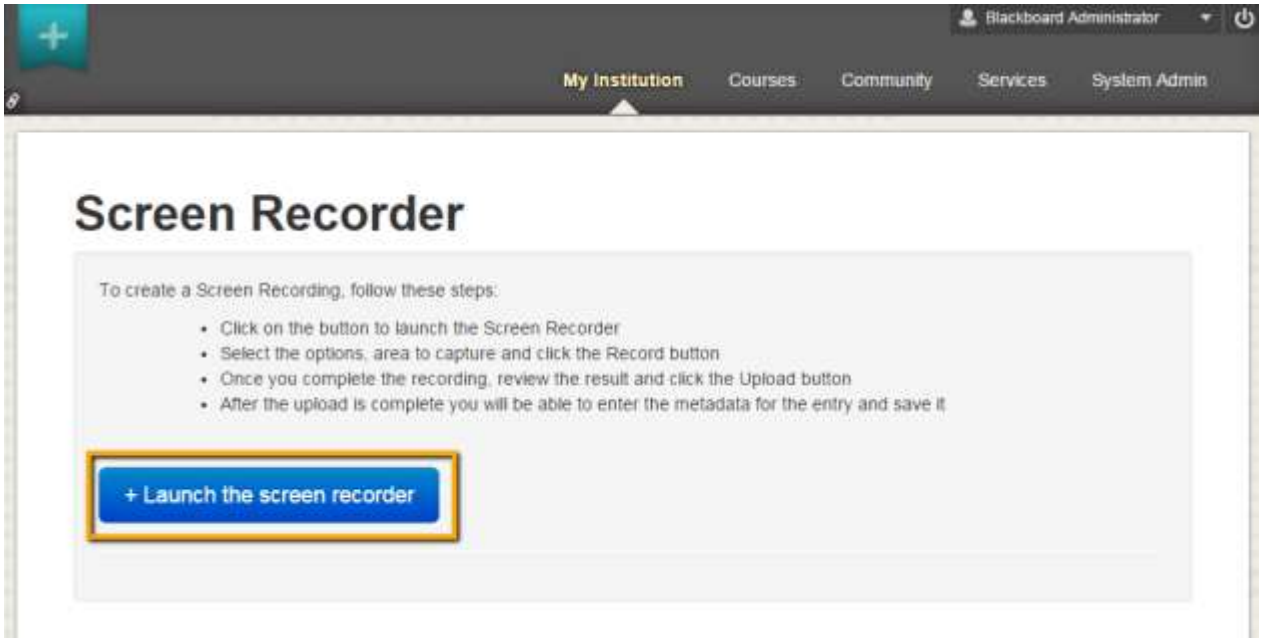
1. Select the Screen Recording option.
2. Launch the Screen Recorder.
3. Select the options and area to capture, and start recording.
4. After recording, review the results and upload.
5. After uploading, enter metadata.

To record your screen

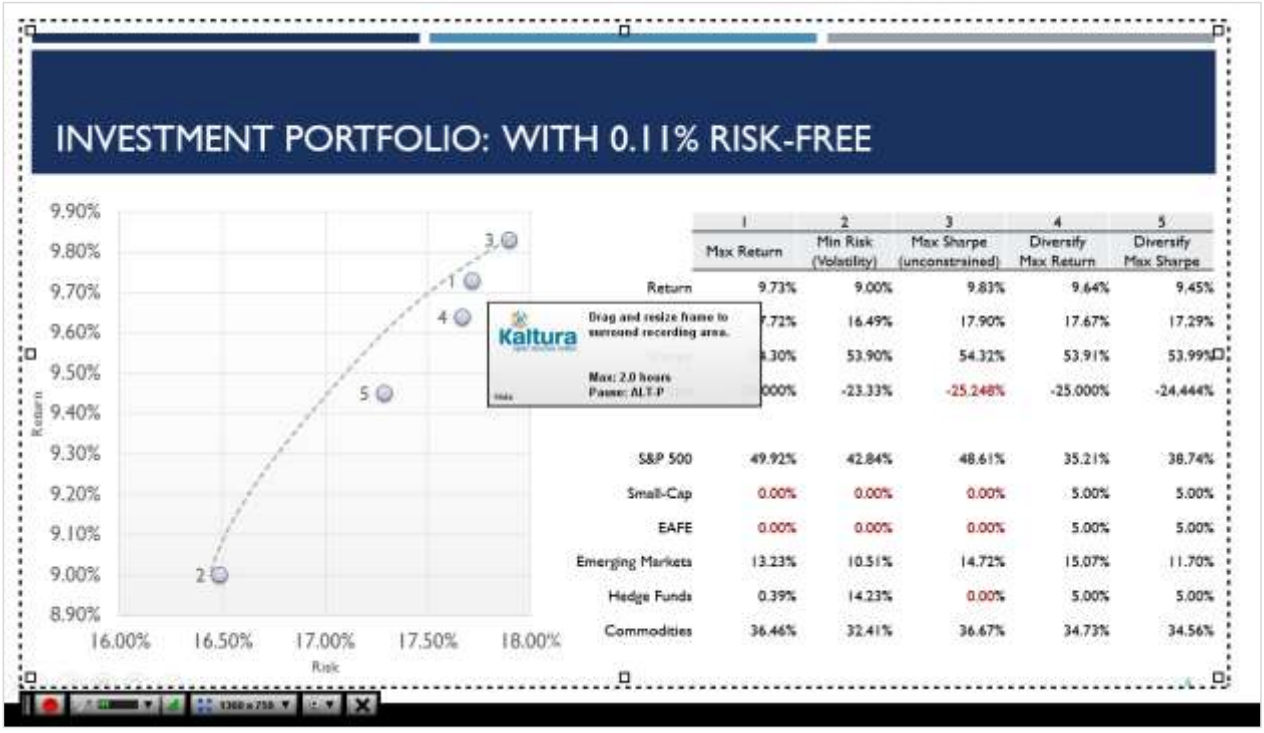
1. Select Screen Recording from the Add New dropdown menu. The Screen Recording page is displayed.



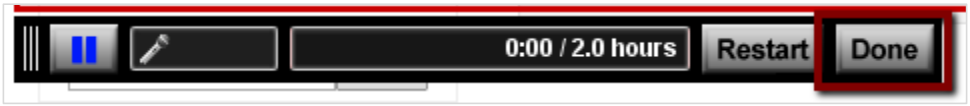
2. In the Screen Recording window, click **Launch the screen recorder**.


Blackboard Administrator
My Institution
Courses
Community
Services
System Admin
Screen Recorder
To create a Screen Recording, follow these steps:
Click on the button to launch the Screen Recorder
Select the options, area to capture and click the Record button
Once you complete the recording, review the result and click the Upload button
After the upload is complete you will be able to enter the metadata for the entry and save it
+ Launch the screen recorder

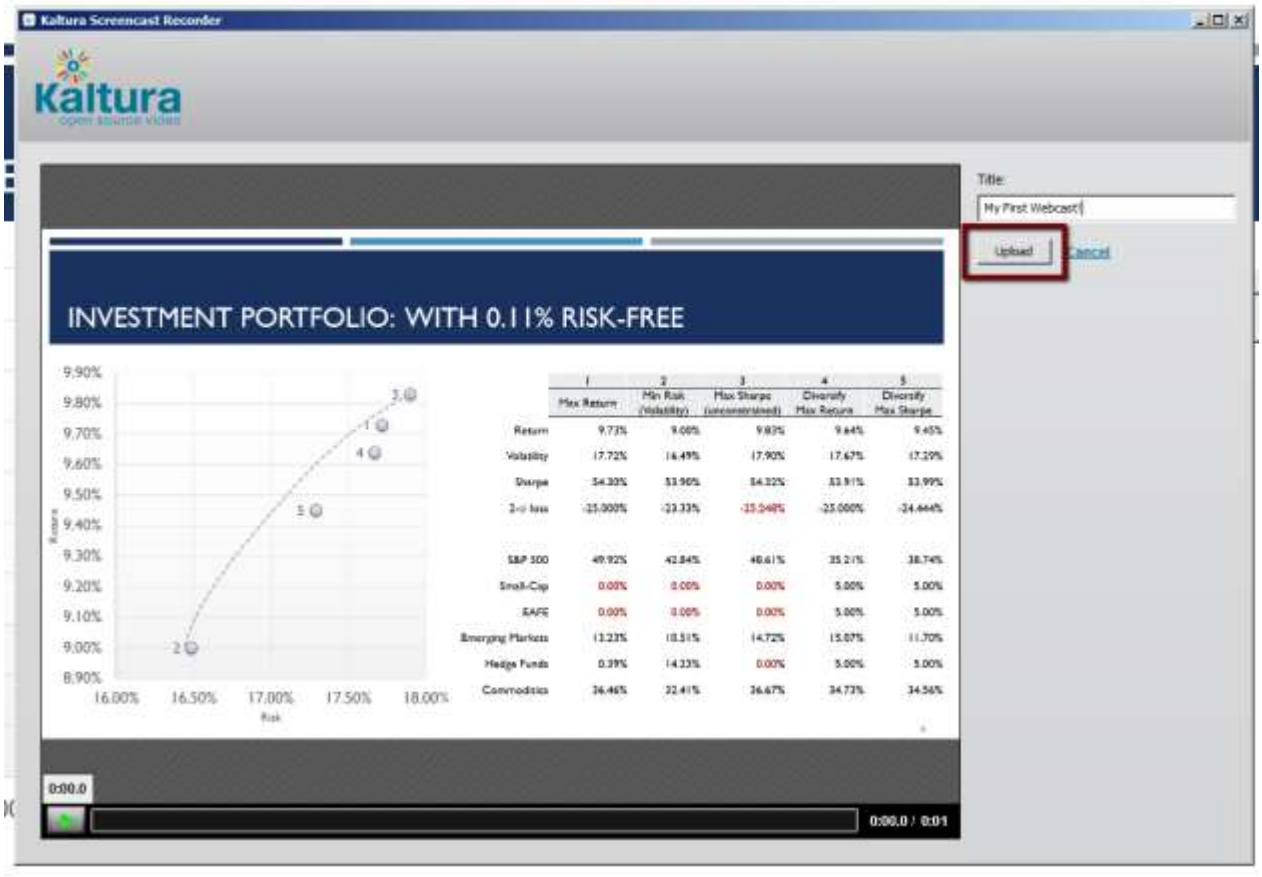
3. In the Screen Recorder, follow the instructions to record your screen:
   a. Drag and resize the frame to define the screen area to record and enter Alt-P or click the Record button to begin recording.
   b. Toggle Alt-P or the Record/Pause button to pause and continue recording.



4. Click **Done** to finish recording.



5. Review your recording and click **Upload**.



6. When the upload is complete, click **Close**.

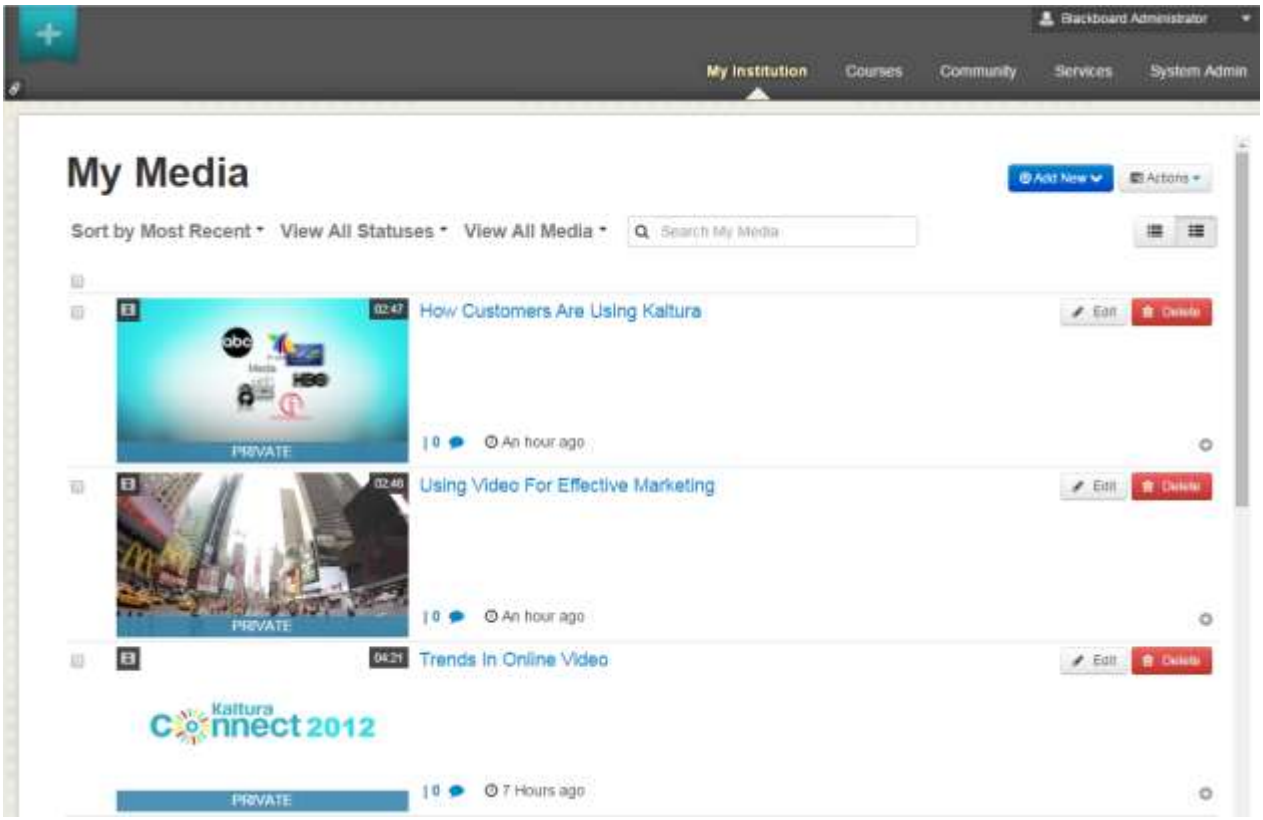
SECTION 5

Managing Your Media

Your My Media page lists the media that you created. In addition to all normal interactions with media, as described in Interacting with Media when you open a media page, you can:

- Edit media
- Select a thumbnail
- Create a Clip
- Trim a Video
- Upload and manage captions
- Publish media items
- Disable or close comments

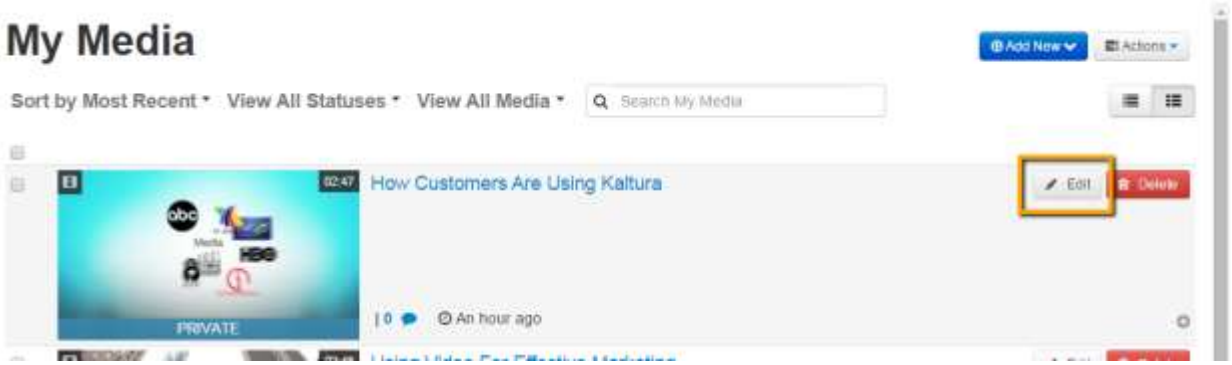
Faculty may also contribute media to the Faculty Repository. My Media is accessed from the My Institution tab.



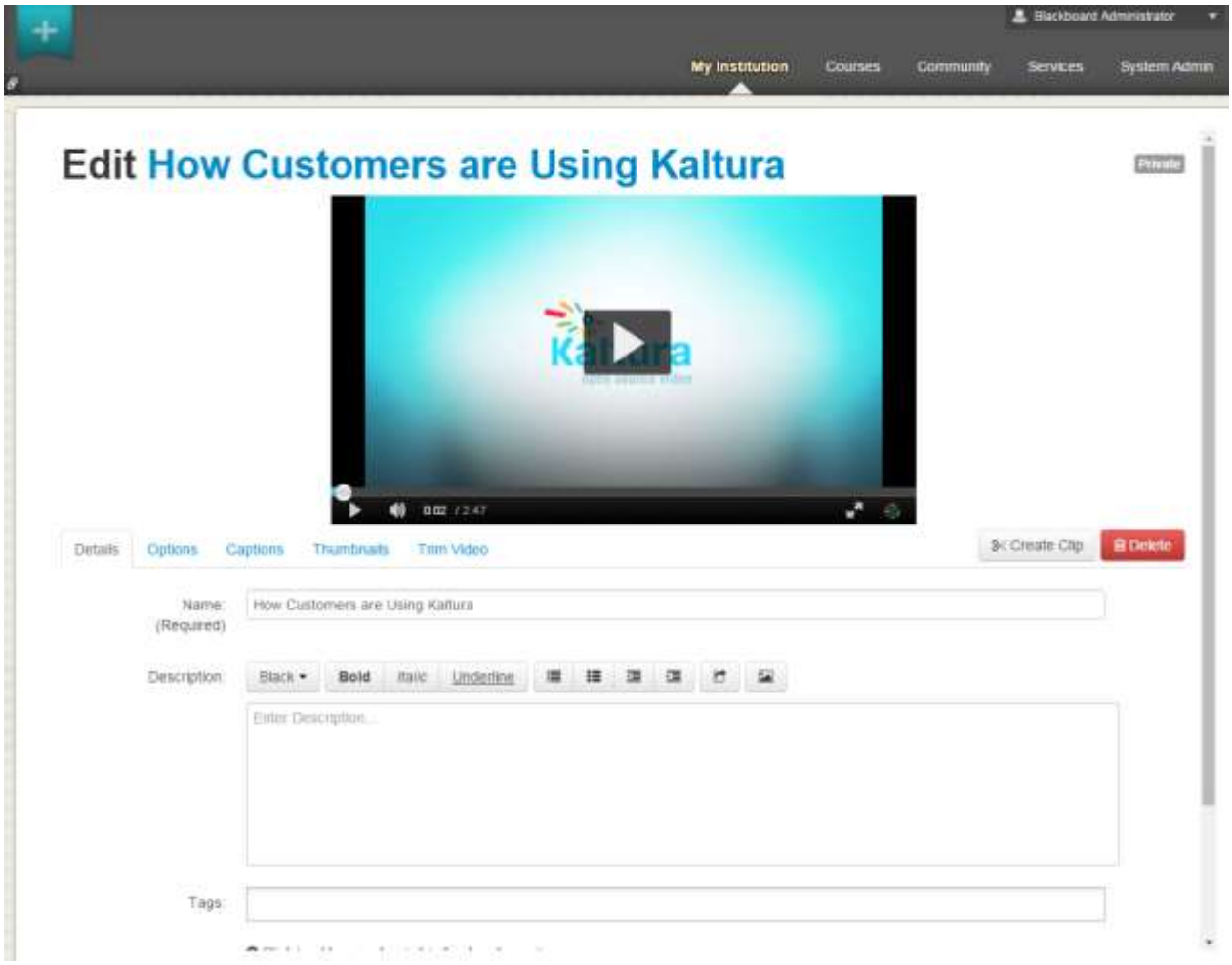
Editing Media

To edit media

- On your My Media page, click **Edit** for the media you want to edit.



The Edit Media page is displayed.



In the Edit Media window, you can:

- Edit information about the media.
- Choose clipping options and enable or disable comments
- Upload and manage your closed caption files for the media.
- Select a frame to use as the media thumbnail, such as when the media is included in a gallery.
- Trim your video.

Selecting a Thumbnail

There are three options to select a thumbnail for your content:

- Upload a thumbnail from your desktop and use it as the default thumbnail.
- Use the player to select the frame you want to use as your default thumbnail and then click on the Capture button.
- Select one thumbnail from ten automatically generated thumbnails of the selected video and set it as the default thumbnail.

To upload a thumbnail from your desktop

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Upload Thumbnail.
4. Upload a file from your desktop and click Open.

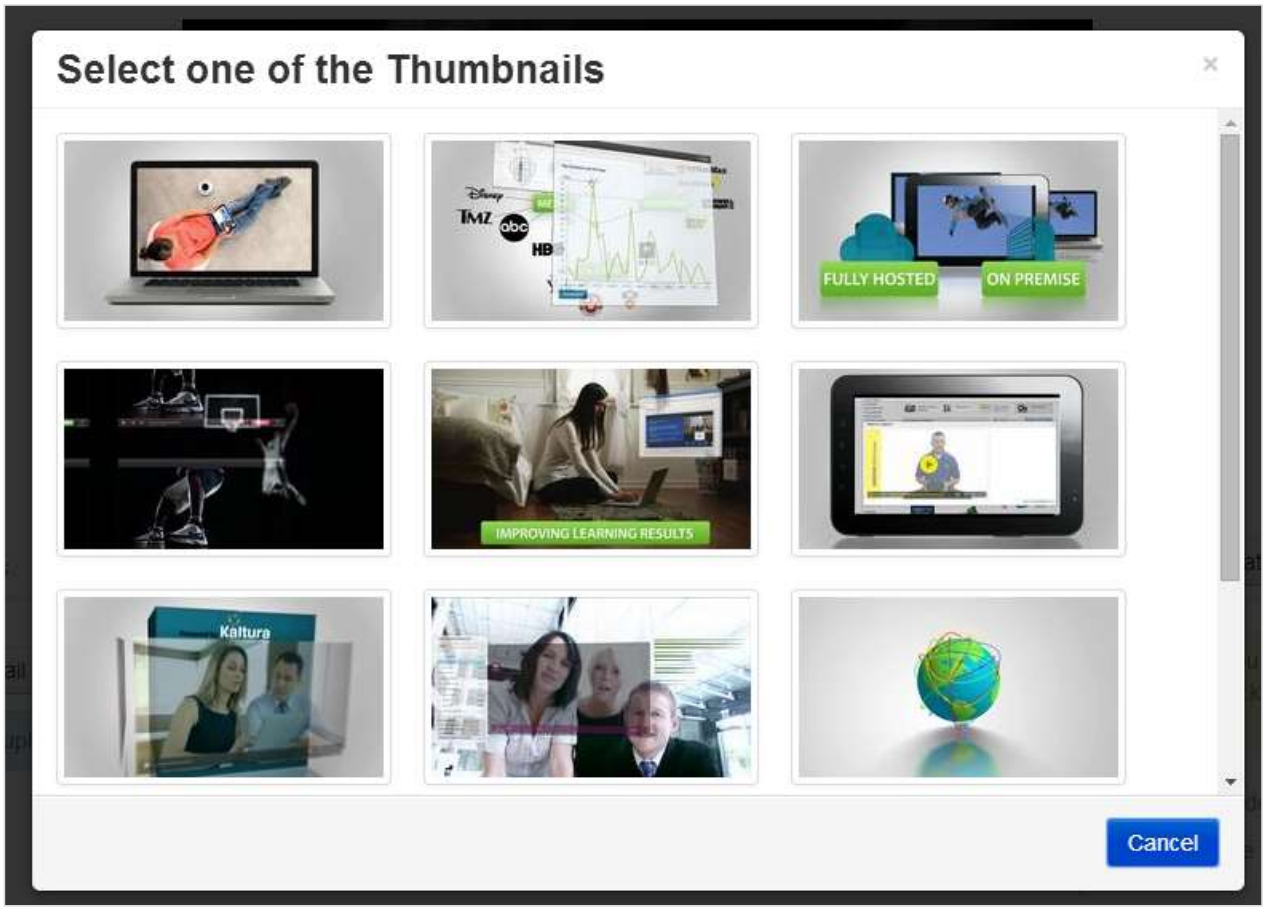
To grab a frame from the content as a thumbnail

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.

3. Select the Thumbnails tab and click **Play**.
4. Click Capture at the frame that you want to use as a thumbnail.
   The captured frame is saved automatically and used for the thumbnail.

To select an automatically generated thumbnails

1. Select My Media and then click Edit next to the entry you want to add a thumbnail to.
2. In the Edit Media window select the Thumbnails tab.
3. Click Automatically Generate.



You can also download the selected thumbnail by clicking the download tab.

Creating a Video Clip

When clipping is enabled on the account and for the specific media, you can create clips from existing videos. Each clip becomes its own media entry. The clipping tool enables you to edit your videos visually or by setting the start time and end time of your clip.

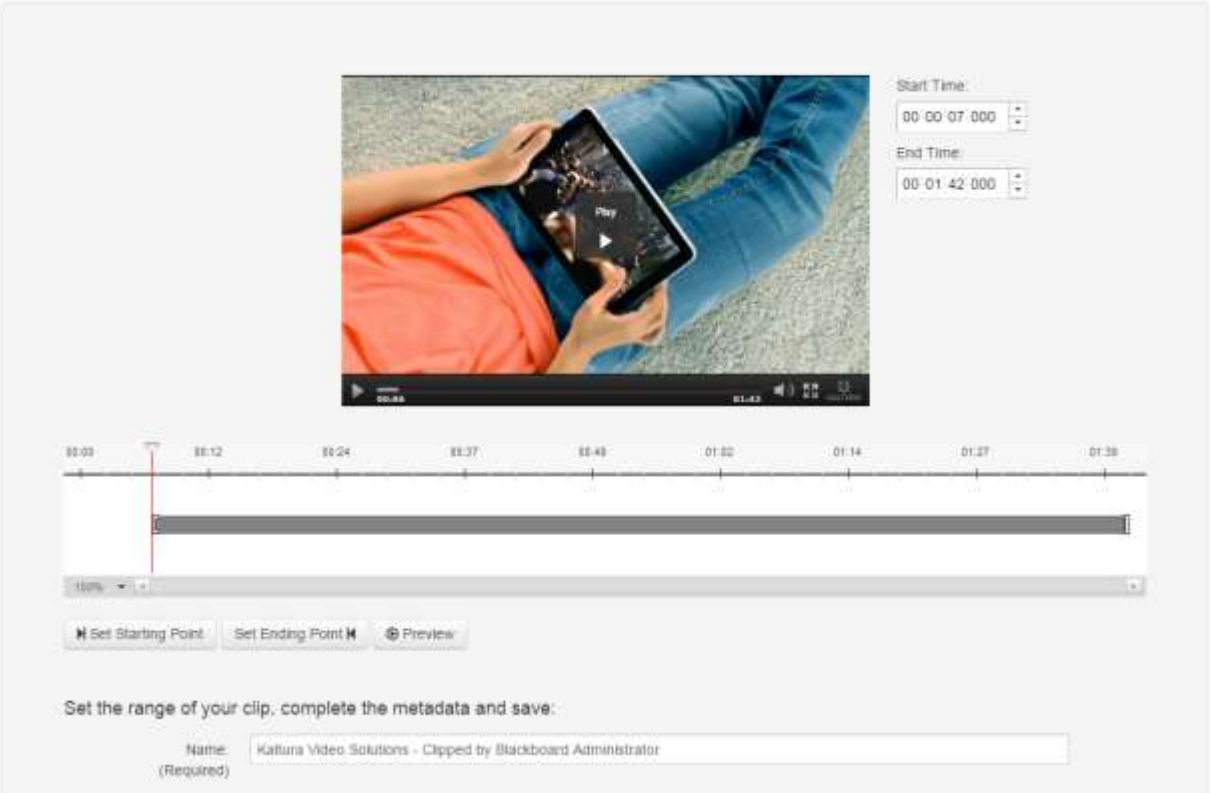
Clipping creates a new entry from an existing entry and allows you to specify the start and end time for the new entry. For example you can clip an entry that can be used to create a 2 minute intro video to a long lecture, or clip part of an entry, such as homework assignments. You can also clip a long lecture to several shorter clips divided by subjects.

Entries can be clipped by the media entry owner in My Media and by other users in a course Media Gallery, according to the media and course settings.

To create a video clip in My Media

1. Select My Media and then click Edit next to the entry you want to use to create a clip.
2. In the Edit Media window select Create Clip.

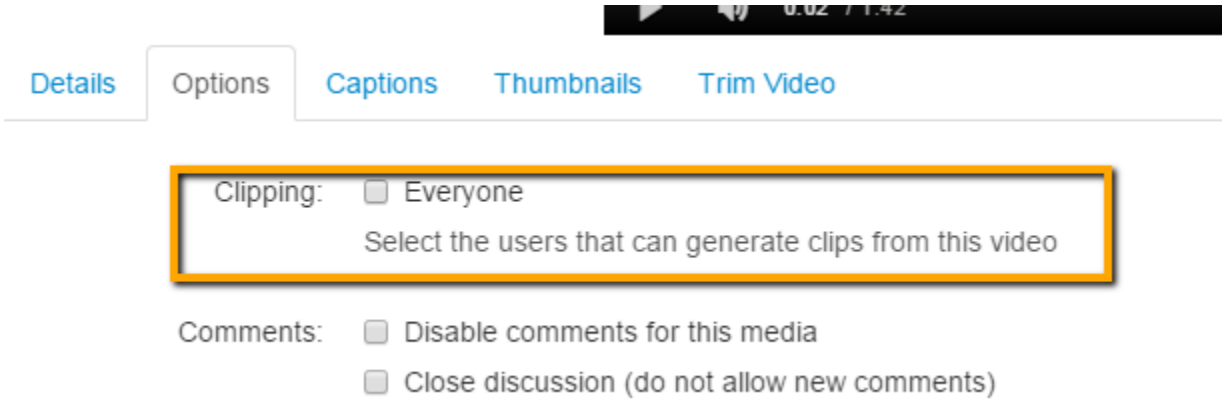
3. Use the trimming timeline or enter exact start and end times.



4. Press Play and click Set Starting Point of the video clip or alternatively, select the Start Time.
5. Select Set Ending Point as the end point of the video clip, or alternatively select the End Time.
6. Click Create Clip.
   The clipped content appears in My Media as a new entry.

To create a video clip in a course Media Gallery

1. To allow other users to create clips of a video entry, go to the entry Edit Page in My Media and under Options → Clipping check the "Everyone" checkbox.



- In Media Gallery click on an entry and under Actions choose Create Clip.

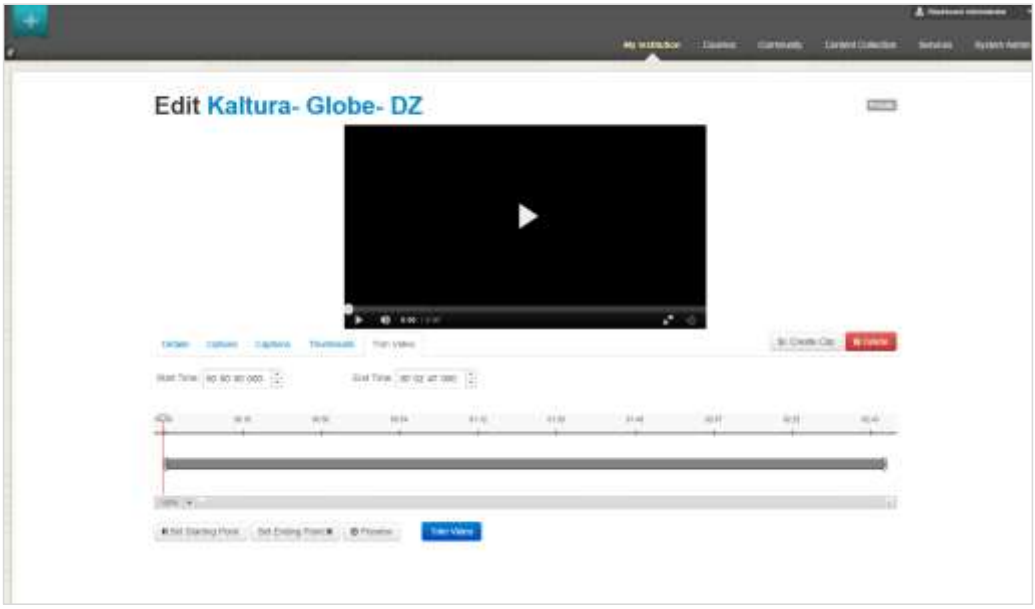
NOTE: This option always appears to the owner of the media.

Trimming a Video

You can trim out parts of video from the Edit Media page. The trimming tool enables you to edit your videos visually by setting the start time and end time of your media.

Sometimes, you may want to trim the start and/or end of a video to remove redundant parts. Trimming is performed on the source media, modifying that video permanently.

Trimming is only available to the owner of the video and is only accessible in My Media.



To trim a media entry

1. Select My Media and then click Edit next to the entry you want to trim,
2. In the Edit Media window select the Trim Video tab.
3. Use the trimming timeline or enter exact start and end times.
4. Press Play and click Set Starting Point of the video clip or alternatively, select the start time.
5. Select Set Ending Point as the end point of the video clip, or alternatively select the end time.
6. Click Trim video.
   The trimmed video appears in My Media.

Uploading and Managing Captions

You can upload caption files for your media items and manage the captions. Users can search the caption texts.

NOTE: Only video items can have captions.

To upload captions

1. Select My Media and then click Edit next to the entry you want to add captions to.
2. In the Edit Media window select the Captions tab.
3. Click **Upload captions file**.

4. Click **Browse** and select an SRT or DFXP caption file.
5. Select the caption language.
6. Enter a label to display for the file in the caption selector.
   The caption selector displays caption options in the media player.
7. Click **Save** to upload the file.
8. The file is added to a table on the media page's Captions tab.

NOTE: To upload another file, click **Upload captions file** again and repeat from step 3.

Managing Captions

After you upload captions for a video, in the caption table you can:

- Modify the caption language or label
- Change the default caption file
- Delete a caption file
- Download a caption file

To modify the language or the caption selector label

1. Do one of the following:
   - On your My Media page, click Edit for the media you want to edit.
   - On the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click the **Edit** icon and do the following:
   - To change the language, select a new language in the Language column.
   - To change the label, enter new text in the Label column.
4. Click the Save icon to update the values.

To change the caption file used by default in the media player

1. Do one of the following:
   - On your My Media page, click Edit for the media you want to edit.
   - On the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the **Set as Default** icon .

To delete a caption file

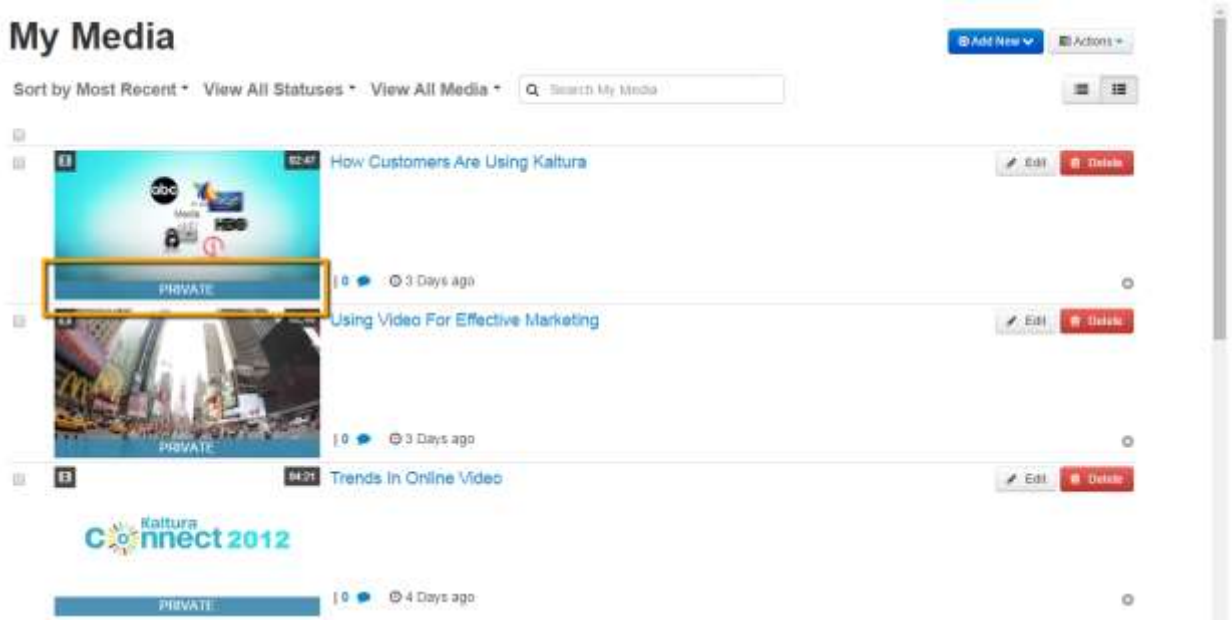
1. Do one of the following:
   a. On your My Media page, click Edit for the media you want to edit.
   b. On the view entry page of an entry you uploaded, click Actions and select Edit
2. Open the Captions tab to display the caption table.
3. In the caption table, click on the **Delete** icon .
4. In the Confirm Remove window, click **Yes** to remove the caption file.

To download a caption file

1. Select My Media from the user menu.
2. Select a video and click **Edit**.
3. Click the Captions tab to display the caption table.
4. Click the **Download** icon .

Publishing Media

By default, all media that you upload is private. You can access private media on your My Media page.

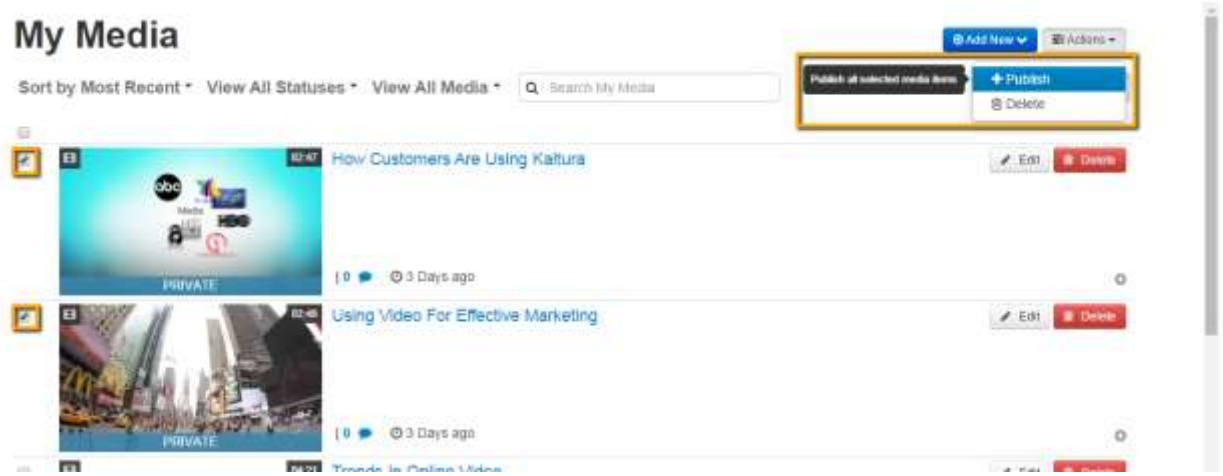


You can publish media from your My Media page:

- To multiple Media Galleries
- To the Faculty Repository
- Only when file conversion is complete and the media is not waiting for moderation

To publish one or more media items

1. On your My Media page, check the media items you want to publish and select **Publish** from the Actions menu.

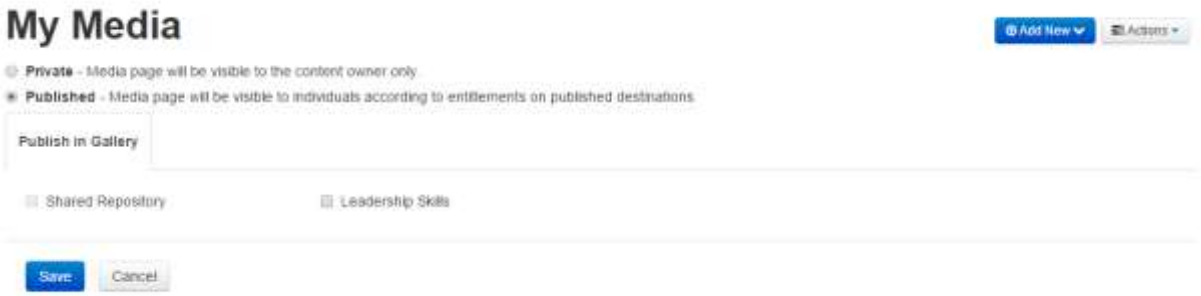


The publish window is displayed.

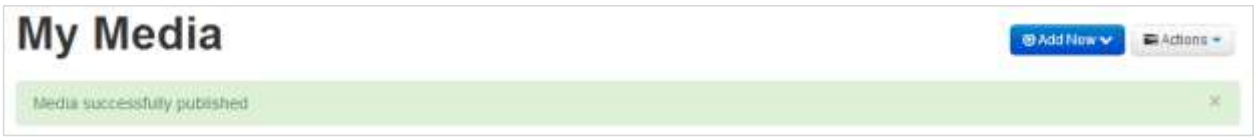
2. Click **Publish** and then check the courses where you want to publish the content to. Check

Shared Repository if you want to publish your content to the shared repository.

NOTE: Publishing depends on your configuration. An admin can determine whether students can publish to course galleries. According to the configuration and data received, the list of courses that a user can publish to is displayed and can be chosen from.


My Media
Add New
Actions
Private - Media page will be visible to the content owner only
Published - Media page will be visible to individuals according to entitlements on published destinations
Publish in Gallery
Shared Repository
Leadership Skills
Save
Cancel

3. Click **Save**.
   When the media is published, a notification is displayed at top of the page and the media will be available in the Media Galleries you selected and or the Shared repository if selected.



If the target Media Gallery is moderated by a Teacher, the media should appear as **Pending** in My Media until the Teacher approves the content. A Teacher may reject the media from being included in the Media Gallery. In this case, the media appears as **Rejected** in My Media. If the target Media Gallery is not moderated, no label will appear for the media, indicating that the media is **published**.
Students may have their uploaded content pending until approved by their teachers.

Private entry – not published to any Media Gallery

Pending – published to one or more Media Galleries and waiting for approval

Rejected – published to one or more Media Galleries but was rejected

Published (no label) – appears in at least one Media Gallery

Disabling and Closing Comments

For each of your media items, you can:

- Disable the comment feature.
- Prevent additional comments.

To disable comments on a media item

1. On your My Media page click **Edit** for the video you want to edit.
2. Select the **Options** tab and select the **Disable comments for this media** checkbox.

NOTE: Comments that were entered before you disable the comment feature are re-displayed if you re-enable comments.

To prevent additional comments on a media item

1. On your My Media page click **Edit** next to the video you want to edit.
2. Open the Options tab and select the **Close discussion** checkbox.
3. On the Comments tab of the media page, *Discussion is closed* is displayed and the "Add a Comment" text box is not displayed.

SECTION 6

Faculty Repository

The Faculty Repository is a central gallery where faculty can browse, search, watch and use media shared by other faculty members. Kaltura Administrators can populate the Faculty Repository with curriculum and library content.

Contributing to the Faculty Repository

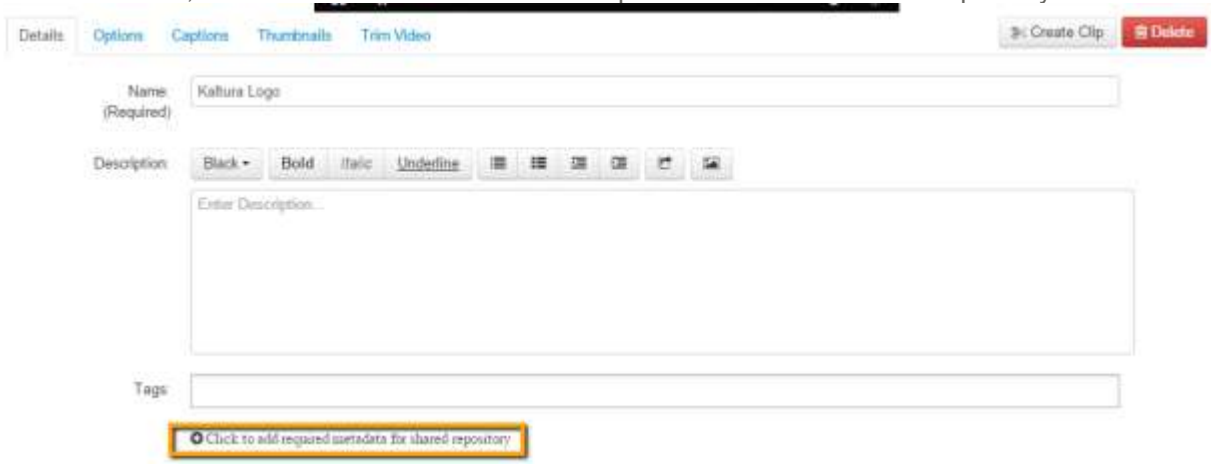
Faculty members can contribute media to the Faculty Repository for other faculty members to use. Finding the relevant media depends on how descriptive the metadata of the media is. There are additional metadata fields specific to the Faculty Repository to provide more information.

NOTE: Metadata fields are configurable and may be different than what is displayed in the examples included here.

To be able to contribute to the Faculty Repository, you must first add additional metadata to the video. The metadata allows you to quickly search for the video when embedding the video as part of Kaltura Mashup item.

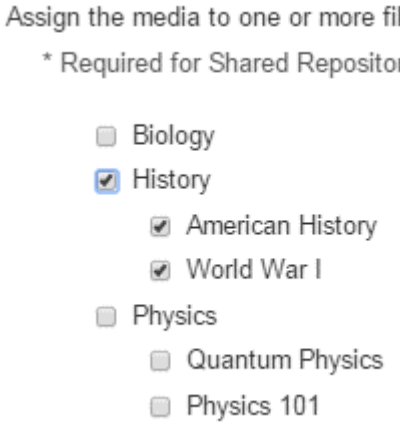
To add required Faculty Repository metadata to a video entry

1. In My Media, click **Edit** next to the item you would like to contribute to the Faculty Repository. In the Details tab, click the '+' next to "Click to add required metadata for shared repository".



A window to add additional metadata is displayed.

2. Fill in the additional metadata fields. You must fill all fields marked with an asterisk to publish to the Faculty Repository.
3. Choose one or more fields of study that the media is relevant to.

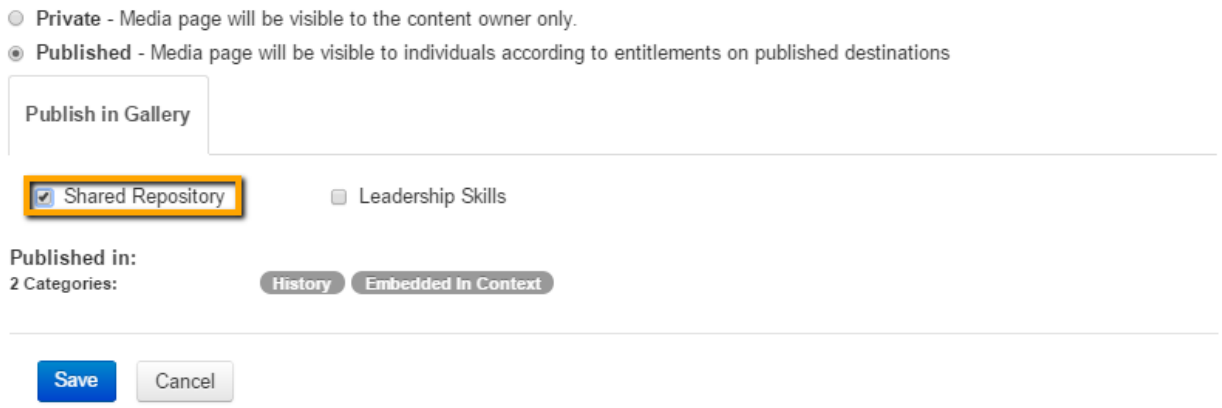


4. Click Save.

   For more information on how to set up the field of study as categories in the KMC, refer to the Kaltura Video Building Block 5 for Blackboard Learn 9.x Setup Guide.

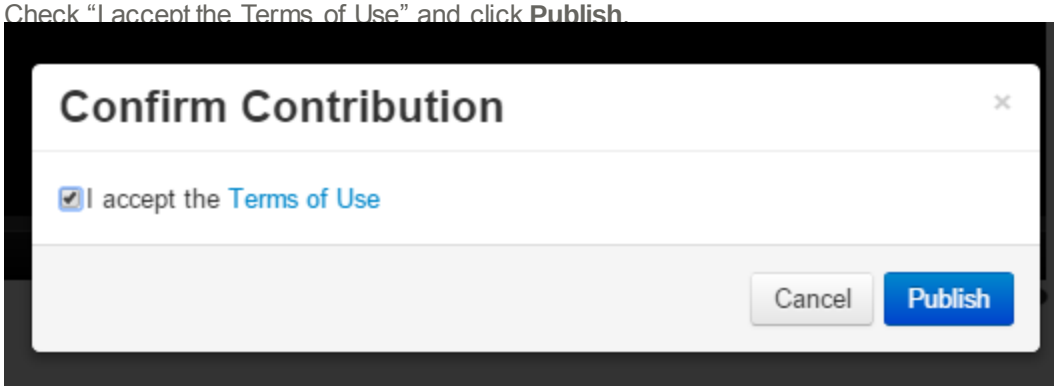
To contribute media to the Faculty Repository

1. Go to My Institution > My Media.
2. Check the items you would like to contribute to the Faculty Repository and click **Actions** → **Publish**.
3. Click **Published** and under Published in Gallery check **Shared Repository**.


Private - Media page will be visible to the content owner only.
Published - Media page will be visible to individuals according to entitlements on published destinations
Publish in Gallery
Shared Repository
Leadership Skills
Published in:
2 Categories:
History
Embedded In Context
Save
Cancel

4. Click **Save.**

Check "I accept the Terms of Use" and click **Publish**.



5. A notification is displayed indicating the entry was successfully contributed to the Faculty Repository.

Using the Faculty Repository

The Faculty Repository is a module accessed from the My Institution page.

To add the Faculty Repository module to the My Institution page

1. Go to the My Institution tab and click **Add Module**.
2. Click **Other** on the left menu.
   The Faculty Repository module is displayed on the right menu.

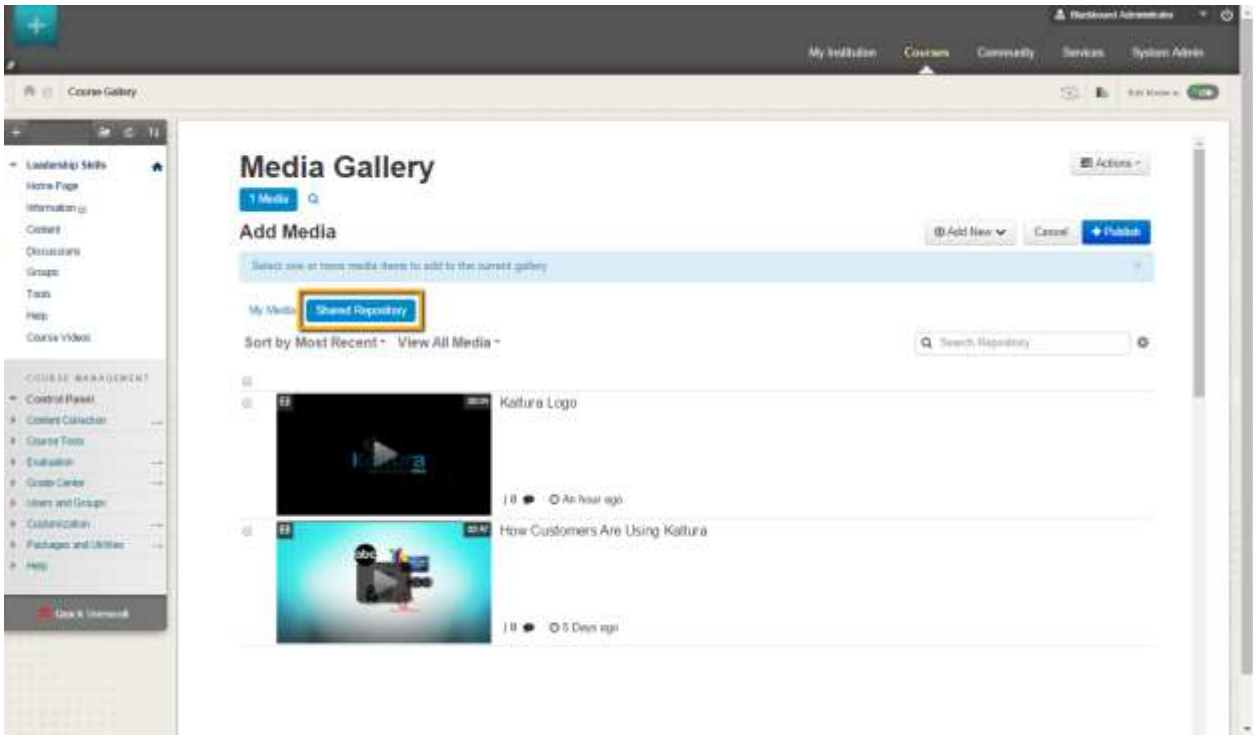
3. Click **Add**.
   To module is added to the My Institution page.

In the Faculty Repository you can search and browse media, view media and add the media to your course Gallery. Media from the Faculty Repository may also be added to other tools and

content via the Mashup Tool.

To add media from the Faculty Repository to your course

1. Go to the Courses tab > Course Tools> Media Gallery. In your course's Media Gallery, click the **Add Media** button and select **Shared Repository**.
   The list of entries in the Faculty Repository appears.



2. Check one or more of the items, and click **Publish.**
   The Media from the Faculty Repository is published to the course.

SECTION 7

Managing a Media Gallery

By default, users assigned with a Teacher role in a Blackboard Learn course can manage the course Media Gallery. As the manager, you can perform actions that other users enrolled to the course (like students) cannot.

These actions include:

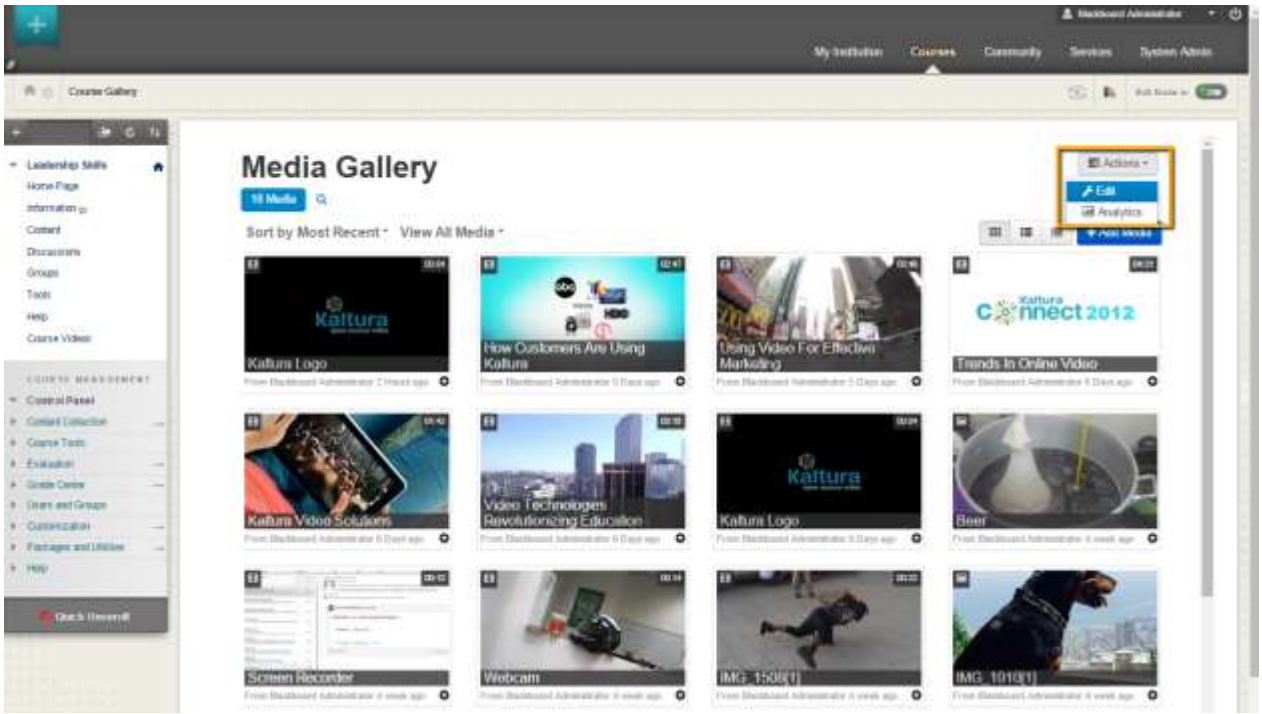
- Configuring settings like the description of the Media Gallery
- Moderating the content added to the Media Gallery
- Removing content from the Media Gallery
- Accessing the Media Gallery Analytics page

All users enrolled to the course can:

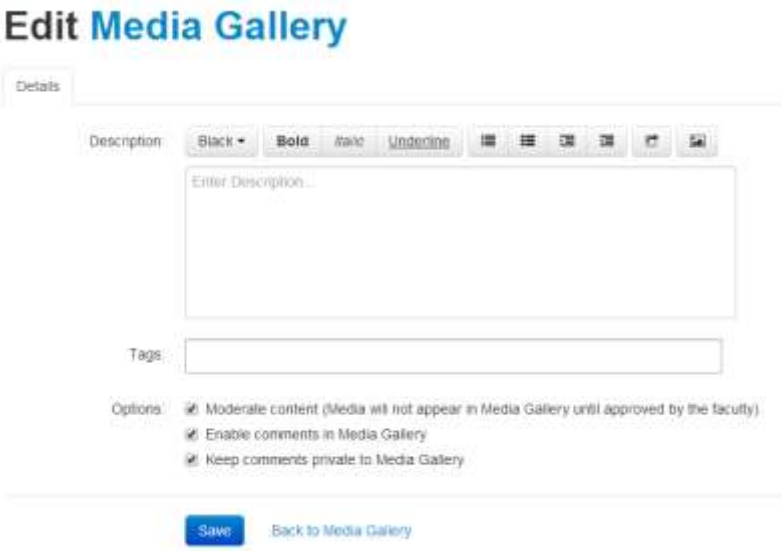
- View approved content
- Browse and search the Media Gallery
- Add Media (pending the teacher's moderation)
- Remove media they have added

To edit the Media Gallery configuration and metadata (available to Course Managers)

1. In the Media Gallery, select **Edit** from the **Actions** drop down menu.



The Edit Media Gallery page is displayed.



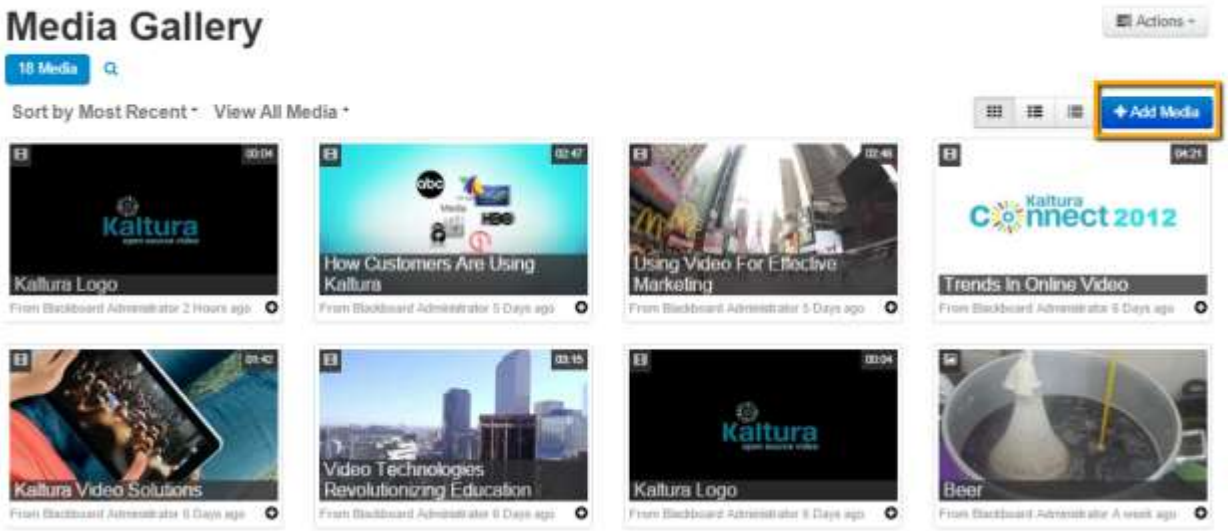
2. (Optional) Enter a description and tags for the Media Gallery for the course.
3. Select:
   - **Moderate content** (Media will not appear in the Media Gallery until approved by the faculty.) Allows you to determine whether content should be moderated. If moderation is disabled, everyone, including students, can publish content to the gallery.
   - **Enable comments in Media Gallery** – Determines whether comments should be enabled in the gallery.
4. Click **Save**.

Publishing Media to a Media Gallery

You can publish media or upload new content from your desktop.

To publish media to a Media Gallery

1. Select **Add Media** button.



2. Filter your content.
   Select one or more of the following filtering options:
   - Sort by Most Recent – Alphabetical, Comments
   - View All Statuses – Private, Published, Pending, Rejected
   - View All Media – Videos, Audios or Images, Video Presentations
3. Check the box(es) next to the media you want to add to the Media Gallery.
4. Click **Publish**.
   The content will be added to the Media Gallery

To upload new media to a Media Gallery

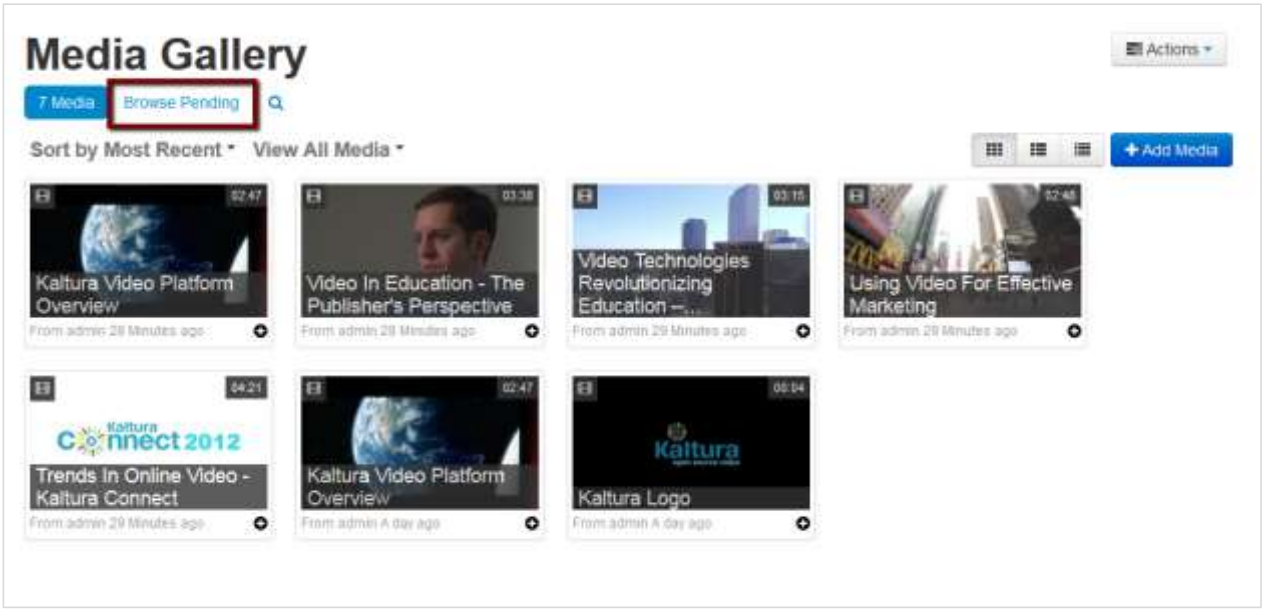
1. Click the **+Add Media** button.
2. Click Add New.
3. Select the media type to add.
4. Continue as described in Creating New Media.
   The new media item/s are automatically published to the Media Gallery they are initiated from.

Moderating Content

Teachers and Teaching Assistants may approve or reject content from the Media Gallery.

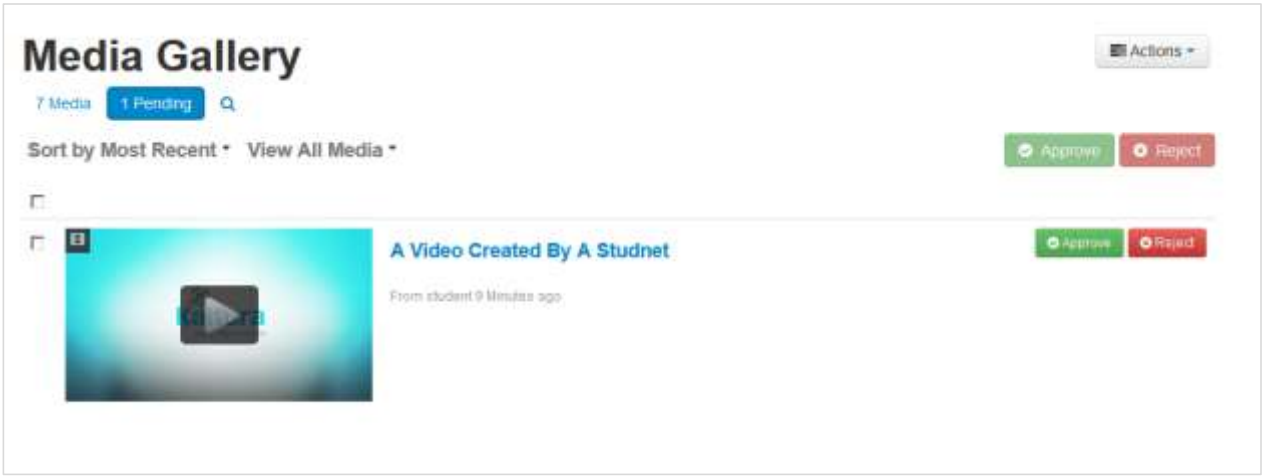
To approve and reject content that is pending moderation

1. In the Media Gallery, click on Browse Pending.



NOTE: If there are no media items are pending moderation, the Browse Pending tab is not displayed.

The browse pending media window is displayed.



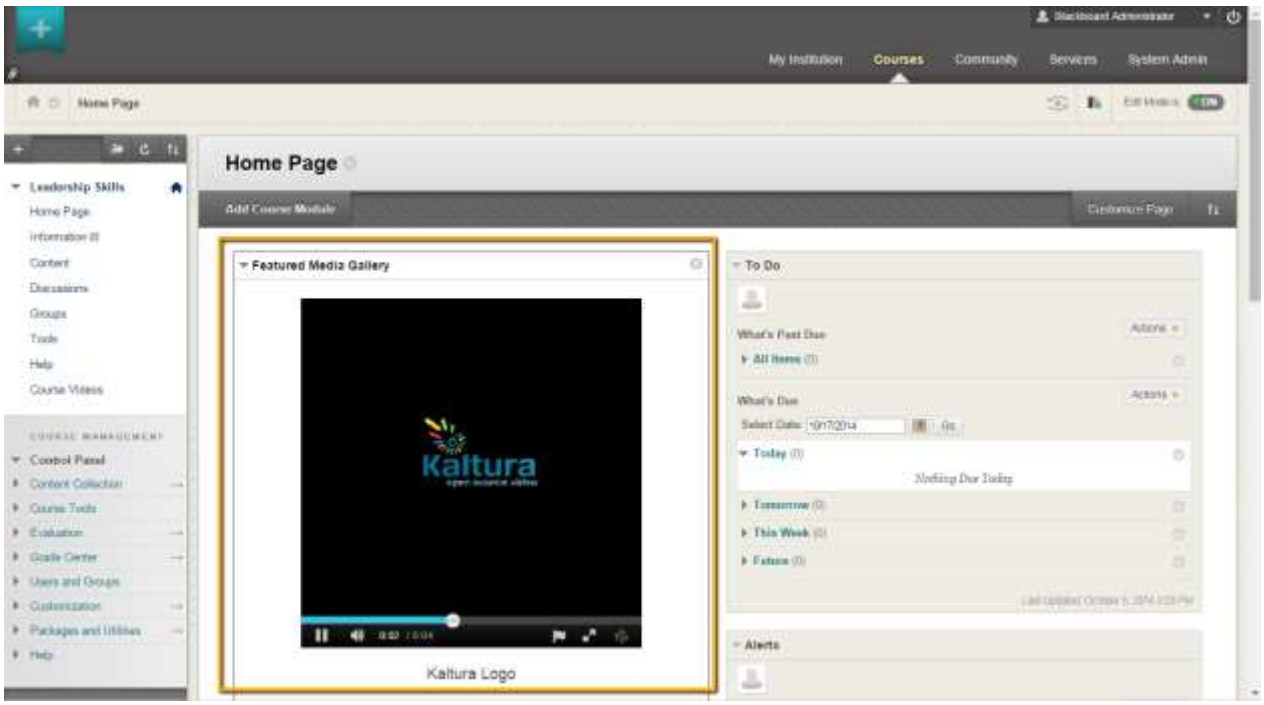
2. Click on the thumbnail to view the media.
3. Click **Approve** or **Reject** for a specific media item or check multiple media items and click **Approve** or **Reject** on the top (View All media) for bulk approving or rejecting.

NOTE: Approved content is displayed in the Media Gallery for all users enrolled to the course.

Adding Media to a Course's Featured Media Gallery

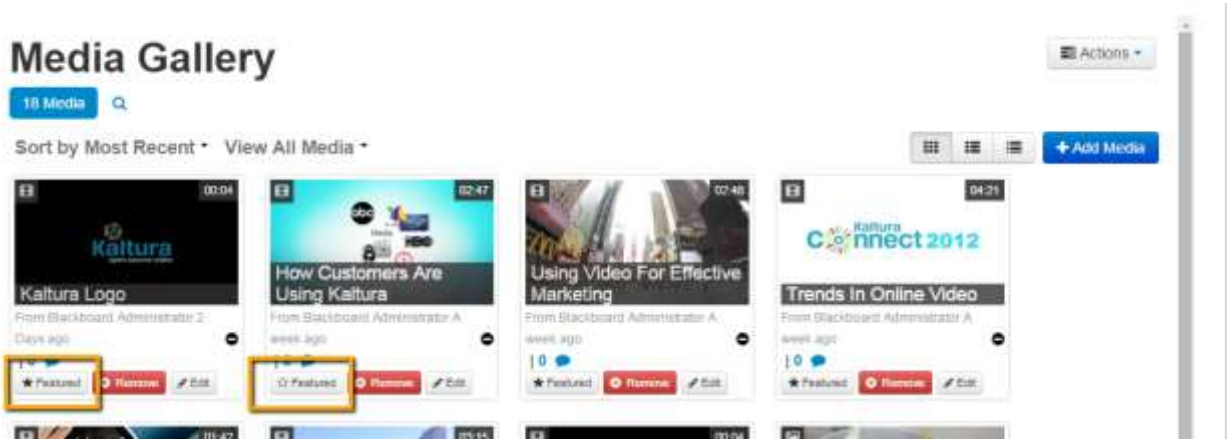
To add the Featured Media Gallery to a course home page

1. In a course home page, click **Add Course Module.**
2. Click **Other.**
3. Under *Featured Media Gallery* click **Add.**
   The Featured Media Gallery is displayed in the course home page.



To add media to the Featured Media Gallery

1. As a course manager/teacher, go to a course's Media Gallery.
2. Under the entries you want to add to the Featured Media Gallery, click the **Featured** button. A filled star indicates the media is included in the Featured Media Gallery.
3. To remove an entry from the Featured Media Gallery, click the Featured button again. An empty star indicates the media is not included in the Featured Media Gallery.


Media Gallery
Actions
18 Media
Sort by Most Recent
View All Media
Add Media
Kaltura Logo
How Customers Are Using Kaltura
Using Video For Effective Marketing
Trends In Online Video

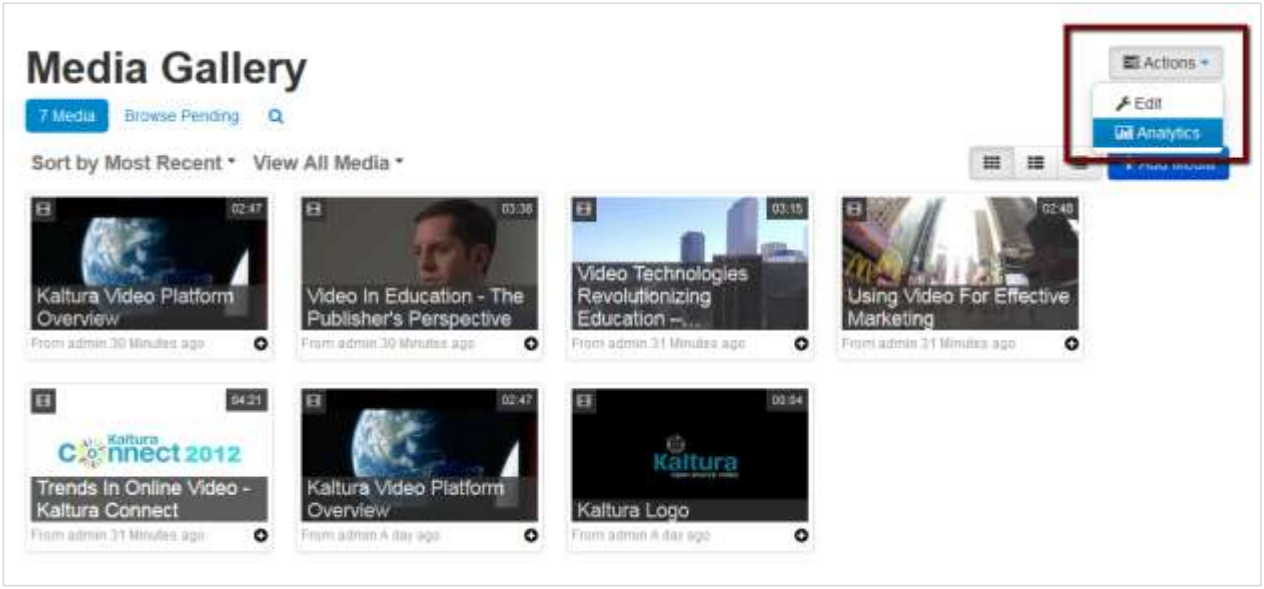
SECTION 8

Viewing Media Gallery Analytics

Teachers can access the Media Gallery Analytics page to view different engagement reports for students enrolled in a course.

To view the Analytics page

- In the Media Gallery, click Actions and then Analytics.



The Media Gallery Analytics page is displayed showing the Analytics Dashboard.

The Dashboard presents a summary of the available analytics. For example,

- **Top Engaged Users** – who are the users who viewed most content
- **Top Contributors** – who are the users who contributed most content

Types of Media Analytics Reports

The analytics page is composed of the following types of video analytics reports:

- Media Analytics Report
- Engagement Analytics Report
- Contribution Analytics Report

You can access a detailed report for each entry in a Media, Engagement or Contribution report. See Detailed Analytics Reports.

Media Analytics Report

The media analytics report lists all the content available in the course Media Gallery. For each media entry, the number of plays is displayed, total view time, average view time and the average drop-off rate.

Engagement Analytics Report

The engagement analytics report lists all the users enrolled to the course that have viewed at least one video from the Media Gallery. For each user, the total view time, average view time and average drop off-rate are presented.

Contribution Analytics Report

The contribution analytics report lists all the users that contributed content to the Media Gallery.

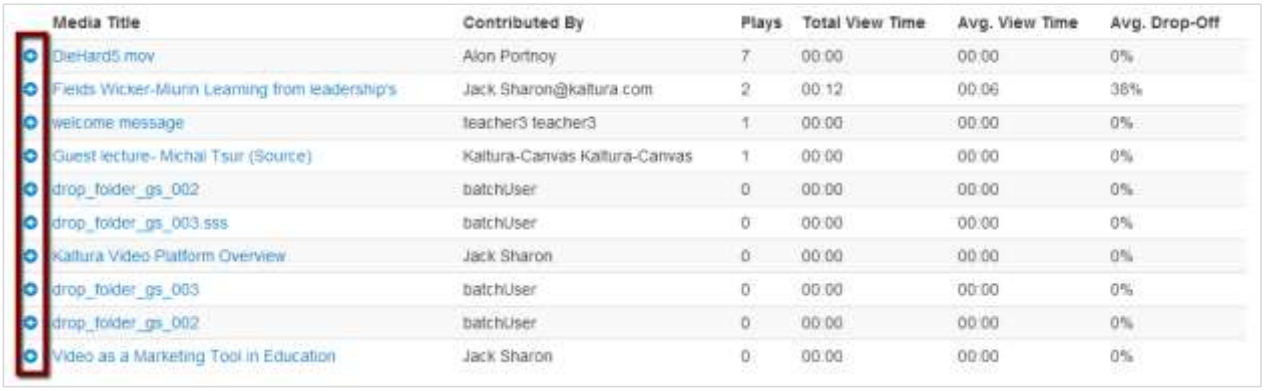
To view Media, Engagement and Contribution Reports

1. From the Media Gallery select Actions and then select Analytics.
2. In the Analytics page, select the desired report by clicking its corresponding tab.

Detailed Analytics Reports

To view a detailed entry report

1. From the Media Gallery Analytics page, select the desired report by clicking its corresponding tab.
2. Click on the next to the entry.

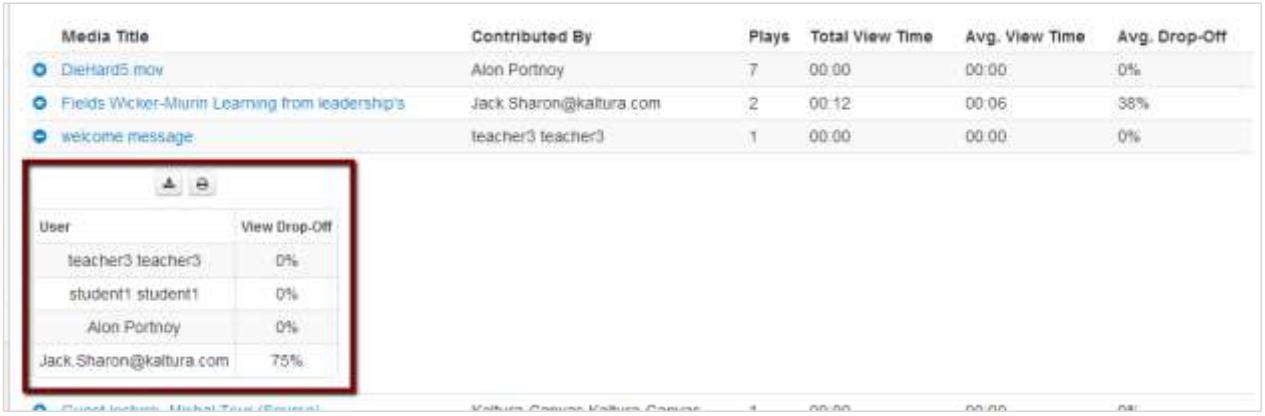


Media Title	Contributed By	Plays	Total View Time	Avg. View Time	Avg. Drop-Off
DieHard5.mov	Alon Portnoy	7	00:00	00:00	0%
Fields Wicker-Miurin Learning from leadership's	Jack.Sharon@kaltura.com	2	00:12	00:06	38%
welcome message	teacher3 teacher3	1	00:00	00:00	0%
Guest lecture- Michal Tsur (Source)	Kaltura-Canvas Kaltura-Canvas	1	00:00	00:00	0%
drop_folder_gs_002	batchUser	0	00:00	00:00	0%
drop_folder_gs_003.sss	batchUser	0	00:00	00:00	0%
Kaltura Video Platform Overview	Jack Sharon	0	00:00	00:00	0%
drop_folder_gs_003	batchUser	0	00:00	00:00	0%
drop_folder_gs_002	batchUser	0	00:00	00:00	0%
Video as a Marketing Tool in Education	Jack Sharon	0	00:00	00:00	0%

The detailed entry analytics reports depend on the type of report you selected.

Media Detailed Entry Report

The **Media** detailed entry report displays the list of all the users that viewed the selected media entry.



Media Title	Contributed By	Plays	Total View Time	Avg. View Time	Avg. Drop-Off
DieHard5.mov	Alon Portnoy	7	00:00	00:00	0%
Fields Wicker-Miurin Learning from leadership's	Jack.Sharon@kaltura.com	2	00:12	00:06	38%
welcome message	teacher3 teacher3	1	00:00	00:00	0%

User	View Drop-Off
teacher3 teacher3	0%
student1 student1	0%
Alon Portnoy	0%
Jack.Sharon@kaltura.com	75%

Engagement Detailed Entry Report

The Engagement detailed entry report displays the list of all the media entries viewed by the selected user.

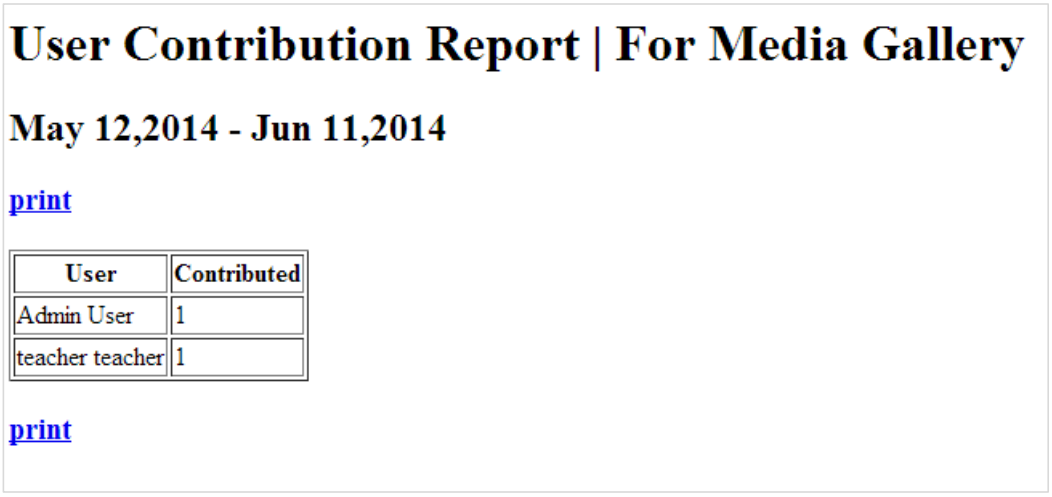
Contribution Detailed Entry Report

The **Contribution** detailed entry report lists all media contributed by the selected user.

Printing Analytics Reports

To print a report

1. In a report or detailed entry report, click the **Printable Version** button . A new browser tab with a printable report version is displayed.
2. Click **Print** to print the page.



User Contribution Report | For Media Gallery

May 12,2014 - Jun 11,2014

print

User	Contributed
Admin User	1
teacher teacher	1

print

Exporting Analytics Reports to A CSV

To export a report to CSV

- In a report or detailed entry report, click the **Export to CSV** button . Depending on your browser defintions you may be prompted to save the file to a local directory.

SECTION 9

Viewing Media Gallery Analytics

The Kaltura Video Building Block for Blackboard Learn Mashup Tool can be used to embed media inside rich-text elements such as Forums and Assignments. By integrating with the Mashup Tool, the ability to add media anywhere a user is allowed to publish text to, for example: forums, assignments, notifications is possible.

Using the Mashup Tool integration users can:

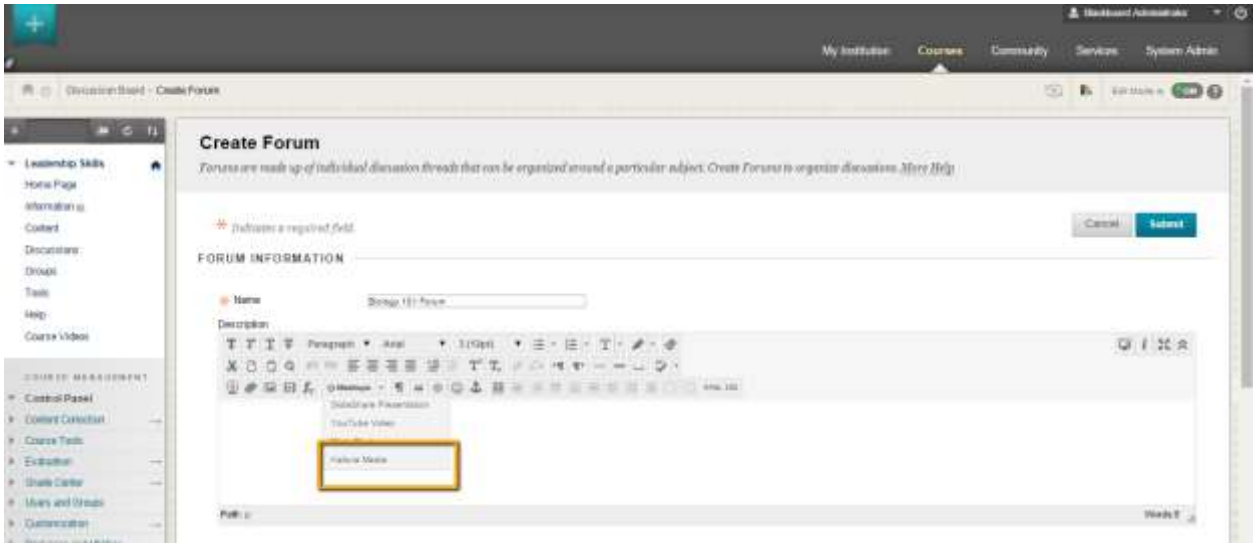
- Browse, Search and Embed from your My Media
- Browse, Search Embed content from a single course or from multiple courses' Media Galleries.
- Browse, Search and Embed Content from a Shared Repository (available to Faculty only)
- Upload and embed New Content on the fly.

For example, users can repurpose media via the Mashup Tool in:

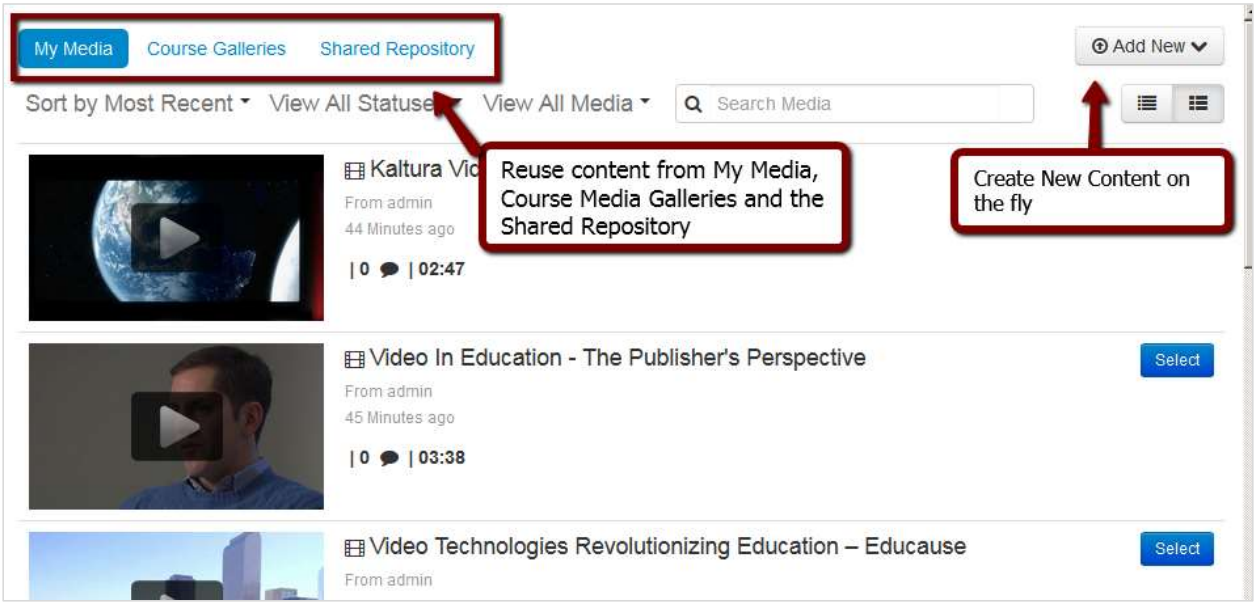
- Discussion board
- Messages
- Tasks
- Assignments submission

To use the Kaltura Media Mashup Tool to embed media

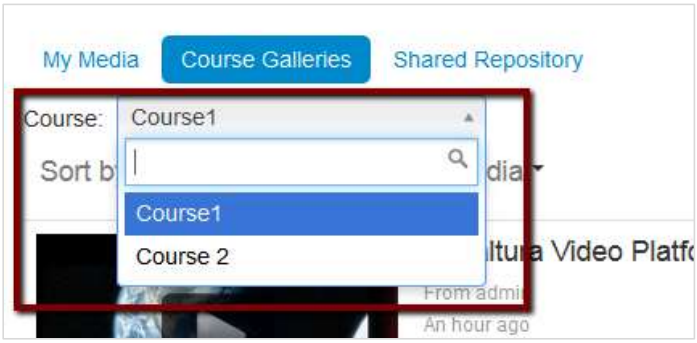
1. In the Courses tab navigation panel select Content.
2. In any rich-text item, click the **Mashups** button and choose **Kaltura Media**.



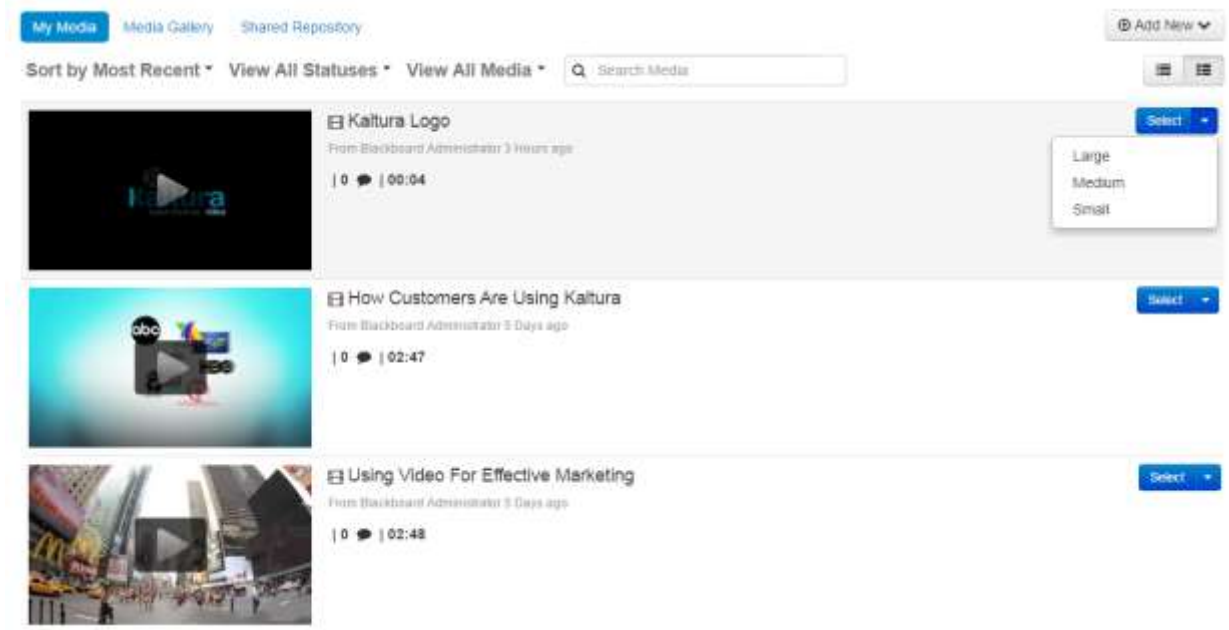
The Kaltura Browse, Search and Embed dialog is displayed. The Browse, Search and Embed window allows you to upload and create new content on the fly. You can reuse existing content from My Media, a Media Gallery and from the Shared Repository.



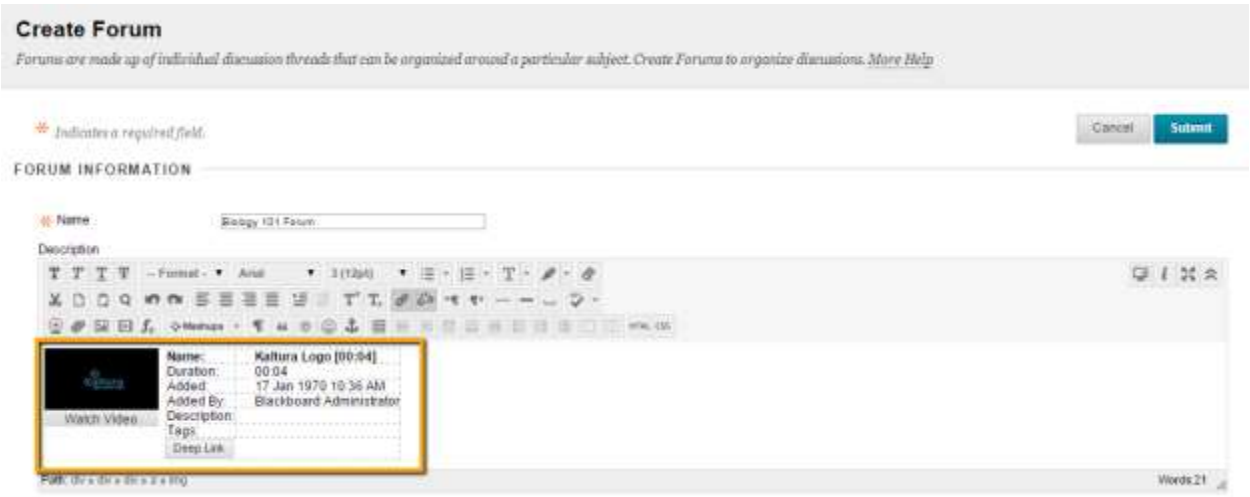
3. Click Add New to add new media, or search for the media you want to embed.
4. To embed a video from a course Media Gallery click the Course Galleries tab. If you are enrolled in more than one course you can select which course to embed from. (This option can be turned off by an administrator.)



5. To embed a video that was shared to the Faculty Repository, click the **Shared Repository** tab.
6. To embed a video, click the **Select** button next to the video to embed.
   You can use the dropdown menu to select a different size for the player.



The Embedded Media appears inside the text item, along with related metadata.



SECTION 10

Sharing Content Outside of Blackboard Learn

Content may be shared outside of the Blackboard Learn environment in either one of the following ways:

- Grabbing a Player Embed Code: Users can grab the HTML code of a video player for a specific entry and then copy-paste it into an HTML page outside of Blackboard Learn.
- Using a Deep Link to a Mashup Item: A deep link URL allows you to share a Mashup item outside of the Blackboard Learn environment while enforcing entitlement restriction on the Mashup item. When the URL is clicked outside of Blackboard Learn, a user will be prompted to log in to Blackboard Learn to view the content.

Grabbing a Player Embed Code

Users can grab a player embed code of video entries and embed them in HTML pages outside Blackboard Learn.

To grab the player embed code for an entry

1. In My Media or Media Gallery, open a media by clicking its thumbnail.
2. Click the **Share** tab. The Embed option is displayed.

3. Select the Embed Type:
   - Iframe – uses an <iframe> HTML element

- Legacy – user JavaScript code to embed the player

4. Select the Player Skin and Player Size.
5. Select the code from the top text box and copy it to your clipboard.

NOTE: After a player embed code is embedded in a page outside of Blackboard Learn, the entry is publicly accessible to anyone with access to that page. A system administrator can configure who should be able to share and grab an embed code in the KAF Admin Console.

Creating a Deep Link to a Mashup Item

A deep link is used to create a secure link to embed content from Blackboard.

To create deep link to a Kaltura Mashup item

1. Follow the instructions for embedding a Kaltura Mashup item.
2. After the item is submitted, click Deep Link.

3. A Deep Link URL is displayed.

4. Copy the URL and embed it in your page or application.

When a user clicks the link outside of Blackboard Learn, a login page is presented before access to the entry is granted.

SECTION 11

Adding Media to Courses from the Kaltura Management Console (KMC)

Administrators that have access to their Kaltura account and the KMC can assign media directly to courses via the KMC.

Blackboard Learn courses are organized using the Kaltura taxonomy called 'categories'. Each course is assigned to a category, so that the Blackboard Learn course ID is a Kaltura category name. All Blackboard courses' categories are child nodes of the Blackboard Learn "root" category defined in Blackboard Learn settings (default "Blackboard").

To add media directly from the KMC to a Blackboard course, assign the media to the relevant category. The media is added to the course as private.

After media is added to the course, faculty can perform all actions on the media item (For example make the media public, change metadata, and modify media information).

SECTION 12

Adding Curriculum and Library Media to the Faculty Repository from the KMC

Kaltura Administrators such as librarians and video technicians can upload media for faculty members to use via the Faculty Repository.

Media must be assigned to one or more fields of study (a sub category of the defined root category of the Faculty Repository) so that is available in the Faculty Repository. We recommend having the additional textual fields filled out.

You can add curriculum and library media manually or using the bulk operation in the KMC for already uploaded (or in the upload phase) media, so that the media is uploaded with all the relevant metadata and the field of study assignment. See more about Bulk Upload in the Kaltura Management Console User Manual.